

people. places. progress.



NEW JERSEY DEPARTMENT OF  
**COMMUNITY AFFAIRS**  
Programs Book

# NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

## PROGRAMS BOOK

**Dear Friends:**

I am proud to offer you the Department of Community Affairs (DCA) Programs Book.

Here at DCA, we are dedicated to providing excellent services for people, developing a sense of place through community building, and playing a key role in New Jersey's progress. Together, we are working to improve the quality of life for residents in every one of New Jersey's 566 municipalities.



DCA offers a wide array of financial and technical assistance programs to local governments, nonprofit agencies and residents. These programs work to shape our lives and improve our communities.

Even during tough financial times, DCA is dedicated to providing a broad range of services to all New Jerseyans. From promoting smart growth to providing housing for our working families, DCA serves as a comprehensive resource—for people, for places and for progress.

I hope you find the Programs Book to be a valuable resource in learning more about DCA and its initiatives. Together, we can make New Jersey a better place to live, work and play.

Sincerely,

A handwritten signature in cursive script that reads "Susan Bass Levin".

**Susan Bass Levin**  
Commissioner

# **NOTICE ON AVAILABILITY OF FUNDS**

Programs in this publication are subject to particular programmatic requirements, appropriation by State and Federal statutes and general availability of funds.

Some programs provide funds based on formula criteria, while others are competitive in nature. Some have funds available periodically, depending on appropriations and release of Federal funding.

Please contact the designated office to obtain particulars regarding current availability of funds.



The Department reserves the right to limit the number of copies distributed to a single agency or individual. For additional copies at no charge, please telephone (609) 292-6222, or write to:

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF FISCAL AND GRANT SERVICES**

101 South Broad Street  
Post Office Box 800  
Trenton, New Jersey 08625-0800

THIS PUBLICATION MAY BE VIEWED AND PRINTED  
THROUGH THE INTERNET:

**<http://www.state.nj.us/dca>**

*Spring 2003*

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# NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

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*The **NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS (DCA)** is a state agency created to provide administrative guidance, financial support and technical assistance to local governments, community development organizations, businesses and individuals to improve the quality of life in New Jersey.*

*DCA offers a wide range of programs and services that respond to issues of public concern including fire and building safety, housing production, community planning and development, and local government management and finance.*

**DCA's programs and services are provided through the following Divisions:**

- Center for Hispanic Policy, Research and Development
- Division of Codes and Standards
- Division of Fire Safety
- Division of Housing and Community Resources
- Division of Local Government Services
- Division on Women
- Office of Smart Growth

**DCA is closely affiliated with the following agencies:**



- Council on Affordable Housing
- Government Records Council
- New Jersey Historic Trust
- New Jersey Housing and Mortgage Finance Agency
- New Jersey Meadowlands Commission
- New Jersey Redevelopment Authority

# Center For Hispanic Policy, Research and Development



*The **Center for Hispanic Policy, Research and Development (CHPRD)** works to empower the Hispanic community in New Jersey through inclusion in policy development by ensuring access to services and programs. CHPRD facilitates professional and leadership development of Latinos, emphasizes the richness and diversity of the Latino culture, and supports programs through funding collaborations with private and public entities.*

*For information regarding CHPRD programs, please call the telephone number listed for each particular program, or call the main telephone number at (609) 984-3223.*

*You may also visit our website at [www.nj.gov/dca/chprd](http://www.nj.gov/dca/chprd).*

***The mailing address is:***

**New Jersey Department  
of Community Affairs  
Center for Hispanic Policy,  
Research and Development  
PO Box 800  
Trenton, NJ 08625-0800**

## **Annual Hispanic Heritage Month Celebration**

**Description:** An annual celebration commemorating the social, cultural and economic contributions of the Latino community of New Jersey. The CHPRD recognizes the contributions provided by Latino individuals and organizations through its “Excellence in Hispanic Leadership” Award.

**Funding source:** Corporate and private contributions.

**Other Information:** Various events are held from September 15 through October 15 every year. Nomination forms are available during the summer for the “Excellence in Hispanic Leadership” Award.

**Contact:** (609) 984-3223

## **Hispanic Affairs–Grants**

**Type of Assistance:** Financial–Grants.

**Description:** Provides grant funding to Hispanic nonprofit community-based organizations whose primary focus is the implementation of programs that address the needs of the Hispanic community.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** Varies.

**Assistance Provided To:** Hispanic community-based organizations providing services to the Hispanic population. A Hispanic community-based organization is identified as an organization with 51 percent Hispanic representation on its Board of Directors and located within a neighborhood or community with a significant Hispanic population.

**Procedure for Applying:** Submission in response to the Request for Proposal applications.

**Application Deadline:** RFP I is released in February, and RFP II is released in August.

**Date of Notification:** July 1 and January 1

**Contact:** (609) 984-3223



## Hispanic Affairs–Technical Assistance and Training

**Type of Assistance:** Technical and Training.

**Description:** Increases Hispanic community-based organizations' capacity to deliver and serve New Jersey's Hispanic residents. Referral services are provided to appropriate state, local and private agencies. Qualifying organizations must be those located within a neighborhood or community with a significant Hispanic population and the Board of Directors must have a 51 percent Hispanic representation.

**Other Information:** This program operates on limited funding and encourages utilization of community or local resources.

**Assistance Provided To:** Hispanic community-based organizations or Hispanic individuals.

**Contact:** (609) 984-3223

## Hispanic Interns in Community Service/Latino Leaders Fellowship Institute

**Type of Assistance:** Stipend for Summer Internship.

**Description:** Provides Hispanic college students with exposure to career opportunities in state government or other areas of public service, while allowing them to develop and strengthen professional and leadership skills through employment placement. Students selected for participation are required to attend weekly leadership training sessions.

**Funding Source:** State Appropriation, Grants-in-Aid, and Private Funding.

**Assistance Provided To:** Eligible state and local, nonprofit agencies and private sector partners willing to sponsor a summer intern, and eligible Hispanic college students attending higher education institutions in New Jersey or residents of New Jersey enrolled in an outside institution of higher education.

**Procedure for Applying:** Colleges should contact the program coordinator for student applications and procedures. Interested sponsoring public agencies or private entities should contact the

CHPRD and indicate their interest in providing a challenging project for a Hispanic college intern.

**Application Deadline:**

Student deadline: January 31.

Employment Placement or Sponsor deadline: February 28.

**Date of Notification:** May 1.

**Contact:** (609) 984-3223

## Hispanic Resource Library/Data Bank

**Type of Assistance:** Technical, Informational and Advocacy.

**Description:** Provides information on the status of Latinos. The CHPRD has established a resource library and central repository for Latino data for the primary purpose of advocacy and policy recommendations, as well as to provide public education.

**Funding Source:** State Appropriation.

**Assistance Provided To:** Public and private agencies and the general public.

**Contact:** (609) 984-3223

## Research and Advocacy

**Description:** The CHPRD conducts and supports research on Latino issues. A research fellowship program has been established in cooperation with Rutgers University's Center for Strategic Urban Community Leadership. The CHPRD's goal is to play an active role in policy development regarding the fastest growing minority group in the State of New Jersey by recruiting the best and brightest young Latino scholars to assist in identifying trends and issues to address.

**Contact:** (609) 984-3223

# Division of Codes and Standards



*The **Division of Codes and Standards** establishes and enforces codes for buildings, structures or equipment, in partnership with the State's municipalities, to protect the health and safety of New Jersey citizens.*

*For further information, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-7899. You may also visit our website at [www.nj.gov/dca/codes](http://www.nj.gov/dca/codes).*

## ***The mailing address is:***

**New Jersey Department  
of Community Affairs  
Division of Codes  
and Standards**  
PO Box 802  
Trenton, NJ 08625

## **Code Assistance Unit**

**Type of Assistance:** Technical and Advisory.

**Description:** Responds to inquiries regarding the Uniform Construction Code, including all of the model codes adopted by reference.

**Assistance Provided To:** Local code officials, architects, engineers, builders, homeowners and any member of the public seeking assistance in understanding or interpreting the Uniform Construction Code.

**Contact:** (609) 984-7609

## **Residential Site Improvement Standards**

**Type of Assistance:** Technical and Advisory.

**Description:** Responds to inquiries regarding the Residential Site Improvement Standards.

**Assistance Provided To:** Local officials, engineers, planners, builders, and any member of the public seeking assistance in understanding or interpreting the Residential Site Improvement Standards.

**Contact:** (609) 292-7899

## **Uniform Construction Code Administrative Records System Software Support**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides municipal construction officials with a method to streamline the overall operations and activities of the construction code enforcement office, as well as ease the task of using Uniform Construction Code standard forms and reporting requirements.

**Assistance Provided To:** Construction officials and staff of municipal construction code enforcement offices.

**Contact:** (609) 292-7898

## Uniform Construction Code Publications

**Type of Assistance:** Administrative.

**Description:** Provides, for a fee, various Uniform Construction Code publications, including the New Jersey Uniform Construction Code yearly update service, Lead Hazard Evaluation and Abatement Code, Municipal Procedures Manual, the Residential Site Improvement Standards and the Rehab Subcode.

**Assistance Provided To:** Municipalities, code officials, attorneys, architects, engineers and the general public.

**Contact:** (609) 292-7899

## Uniform Construction Code State Permit Fee Program

**Type of Assistance:** Administrative, Technical and Advisory.

**Description:** Reviews quarterly State Permit Fee reports and provides technical advice to ensure compliance.

**Assistance Provided To:** Municipal officials, local code officials and technical assistants.

**Contact:** (609) 292-7899

## Bureau of Code Services

*For further information, please call the telephone number for each program, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Codes and Standards**  
*Bureau of Code Services*  
PO Box 816, Trenton, NJ 08625-0816

## Asbestos Hazard Abatement Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Enforces the Asbestos Hazard Abatement Subcode in all educational facilities and public buildings undergoing asbestos abatement projects. The unit trains and authorizes asbestos

safety control monitoring firms and asbestos safety technicians, conducts monitoring inspections and assesses fees and penalties.

**Assistance Provided To:** Contractors, public officials, asbestos safety control monitoring firms and anyone needing asbestos removal information.

**Contact:** (609) 633-6224

## Amusement Ride Safety Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Administers ongoing inspection programs related to public safety: carnival and amusement ride safety and ski lifts; registers all rides and ski lifts; performs maintenance inspections annually; reviews all new installations prior to going into operation; tracks all incidents and investigates when necessary to ensure code compliance prior to reopening.

**Assistance Provided To:** Carnival and amusement ride owners/operators, sponsors of fairs and carnivals, ski resort owners and anyone interested in public safety concerns in these program areas.

**Contact:** (609) 292-2097 or write to:

*Carnival and Amusement Ride Safety*  
PO Box 808, Trenton, NJ 08625-0808

## Construction Code Officials Licensing

**Type of Assistance:** Technical and Advisory.

**Description:** Licenses individuals as construction code, subcode officials or inspectors.

**Assistance Provided To:** Persons seeking licenses to enforce the Uniform Construction Code.

**Contact:** (609) 984-7834; TDD (609) 633-6804

## Elevator Safety Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Administers the Elevator Safety Subcode, including: acting as Subcode Authority for municipalities, conducting elevator inspections and maintaining a state registry of elevators.

**Assistance Provided To:** Building owners, public officials and anyone with an interest in the Elevator Safety Subcode.

**Contact:** (609) 984-7833

## Industrialized Building Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Ensures that premanufactured building units purchased for installation in New Jersey comply with the Uniform Construction Code.

**Assistance Provided To:** Owners, manufacturers and sellers of manufactured housing (mobile homes) and modular buildings through third-party agencies and interstate inspection agreements.

**Contact:** (609) 984-7974

## Lead Hazard Abatement Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Enforces Lead Hazard Abatement rules in all buildings and structures undergoing lead hazard abatement; licenses lead evaluation and abatement contractors; conducts monitoring inspections; and supports local building departments in the enforcement of lead hazard abatement rules.

**Assistance Provided To:** Private contractors, public officials and any citizen with an interest in lead hazard abatement.

**Contact:** (609) 633-6224

## Liquefied Petroleum Gas Safety Program

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Performs plan review and inspection of new liquefied petroleum gas (LPG) installations and performs regular inspections of existing LPG systems.

**Assistance Provided To:** Engineers, LPG owners or operators and consumers interested in LPG system safety.

**Contact:** (609) 984-7974

## Uniform Construction Code Training

**Type of Assistance:** Advisory and Training.

**Description:** Provides tuition reimbursement to code officials who successfully complete required courses and a continuing education program for license renewal.

**Assistance Provided To:** Licensed construction code officials through an approved training program offered by an institution of higher learning.

**Contact:** (609) 984-7820

## Bureau of Construction Project Review

*For further information, please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs  
Division of Codes and Standards**

*Bureau of Construction Project Review*  
PO Box 817, Trenton, NJ 08625-0817

## Construction Project Review

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides plan review for large and complex structures for all municipalities whose local code officials are not licensed at the highest technical level.

**Kinds of Assistance:** Technical review of plans.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-7448

## Hospitals and Nursing Homes

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides plan review for hospitals and nursing homes to ensure compliance with the Uniform Construction Code and federally mandated criteria.

**Kinds of Assistance:** Technical review of plans.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-8151



## Public School Buildings

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides plan review for all public schools to ensure compliance with the Uniform Construction Code and Educational Space Requirements.

**Kinds of Assistance:** Technical review of plans.

**Assistance Provided To:** Architects, engineers and developers of such projects.

**Contact:** (609) 633-0800

## State Buildings

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Ensures that the construction or alteration of state-owned buildings complies with the Uniform Construction Code.

**Assistance Provided To:** Private contractors and public officials regarding the issuance of construction permits and certificates of occupancy and the inspection of buildings.

**Contact:** (609) 984-7865

## Bureau of Homeowner Protection

*This Bureau administers programs that are concerned with the purchase of new homes, as well as units in retirement communities, condominiums and cooperatives.*

*For further information, please call the telephone number listed for each program, or write to:*

New Jersey Department of Community Affairs  
Division of Codes and Standards

Bureau of Homeowner Protection

PO Box 805, Trenton, NJ 08625-0805

## Association Regulations Unit

**Type of Assistance:** Technical and Advisory.

**Description:** Provides information to owners of

planned residential real estate, such as condominiums, cooperatives, single-family homes or townhouses with owner-controlled associations, about their rights concerning access to financial records, open public meetings and alternate dispute resolution.

**Other Information:** Technical assistance is offered to attorneys and members of boards to establish alternative dispute resolution procedures.

Information is also provided regarding sample model bylaws for associations.

**Assistance Provided To:** Unit owners, attorneys representing association boards and board members.

**Contact:** (609) 984-7574

## Condominium and Cooperative Conversion Senior Citizens and Disabled Protected Tenancy

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Monitors procedures established by law and protects eligible senior citizens and disabled persons from eviction when their buildings are converted to condominium and cooperative forms of ownership. Receives forms from tenants seeking Protected Tenancy.

**Kinds of Assistance:** Supplies forms and information on procedures to be followed in applying for protected tenancy. Assists municipalities and counties develop their administrative processes.

**Assistance Provided To:** Landlords, tenants, counties, municipalities, attorneys, purchasers of condominium and cooperative housing, and sponsors of condominium and cooperative housing.

**Contact:** (609) 292-4174

## Continuing Care Retirement Communities

**Type of Assistance:** Regulatory.

**Description:** Protects residents of continuing care retirement communities from a provider becoming insolvent or unable to provide responsible care.

**Other Information:** The provider is required to obtain a Certificate of Authority to operate the



facility by filing an application for certification that contains a number of affidavits, legal description of the facility, as well as the condition of title, extensive financial information, health program disclosure, proof of compliance with applicable governmental regulations and brochures used for advertising and promotional purposes.

**Assistance Provided To:** Providers and current/potential residents of continuing care retirement communities.

**Contact:** (609) 633-3888

### **Landlord/Tenant Information**

**Type of Assistance:** Advisory.

**Description:** Provides information concerning certain relocation-related functions and on the established rights and responsibilities of residential landlords and tenants. Provides information to administrative agencies dealing with cooperative and condominium conversions in the area of senior citizens and disabled tenant protection.

**Kinds of Assistance:** Prepares and distributes the "Truth-in-Renting" booklet as a guide to responsibilities of residential landlords and tenants. An automated voice mail system provides information on topics related to landlord-tenant issues.

**Assistance Provided To:** Landlords, tenants, county and municipal administrators and the general public.

**Contact:** (609) 292-4174

### **Limited Dividend and Nonprofit Housing Corporations and Associations**

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Helps maintain the supply of low- and moderate-income housing in the State.

**Assistance Provided To:** Existing limited dividend and nonprofit housing corporations and associations.

**Contact:** (609) 633-6511

### **Long Term Tax Exemption/Urban Renewal Entities**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides review, as required by statute, of certificates of incorporation or other certificates of formation, for urban renewal entities formed under Long Term Tax Exemption Law. Approval by DCA is required before such documents can be filed with the State Treasurer or county clerk.

**Assistance Provided To:** Urban renewal entities (corporations, partnerships, limited partnerships, nonprofits, limited liability companies, etc.).

**Contact:** (609) 633-6511

### **New Home Warranty Program**

**Type of Assistance:** Regulatory, Technical, Advisory and Financial.

**Description:** Requires all builders of new homes in the State to be registered with the Department. Registration is renewable every two years and a warranty is required for every new residential unit that is sold within the State.

**Other Information:** Builders in the State must enroll in one of several Warranty Insurance Plans. A number of private plans, as well as one offered by the State, are currently available.

**Assistance Provided To:** All home building entities engaged in the construction of new single family, duplex, condominium or cooperative dwelling units and all purchasers of new units seeking assistance.

**Contact:** (609) 984-7910

## Planned Real Estate Development

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides consumer protection by requiring disclosure of pertinent information regarding retirement communities, condominiums, cooperatives and other developments in which common elements are shared.

**Other Information:** The developer is required to register with the Division and file an application for registration containing a variety of exhibits concerning the legal status of the property, condition of title and financial information, as well as brochures used for advertising and promotional purposes. Developers must apply and become registered before offering units for sale.

**Assistance Provided To:** Developers and purchasers of a unit.

**Contact:** (609) 984-7574

## Bureau of Housing Inspection

*This Bureau oversees the registration and inspection of hotels, motels and multiple dwellings to verify their compliance with the Hotel and Multiple Dwelling Law. It ensures the health, safety and welfare of residents, guests and the general public.*

*For further information, please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs**

**Division of Codes and Standards**

**Bureau of Housing Inspection**

PO Box 810, Trenton, NJ 08625-0810

## Housing Code Administration

**Type of Assistance:** Technical.

**Description:** Issues Certificates of Registration and Certificates of Inspection; processes all inspection and reinspection reports and extension requests; collects and processes all fees; answers inquiries regarding the Hotel and Multiple Dwelling Law and

regulations; and forwards the appropriate files to the Bureau of Housing Inspection's Code Compliance section for penalty enforcement action.

**Assistance Provided To:** Landlords, owners, tenants and other interested parties.

**Contact:** (609) 633-6219

## Housing Code Compliance

**Type of Assistance:** Regulatory and Technical.

**Description:** Enforces penalty action against owners who, upon reinspection of their properties, have failed to abate cited violations. Cases not settled are brought to court for final resolution.

**Assistance Provided To:** Landlords, owners and tenants.

**Contact:** (609) 633-6229

## Housing Code Enforcement

**Type of Assistance:** Regulatory and Technical.

**Description:** Enforces the Hotel and Multiple Dwelling Law, which requires that all hotels, motels and multiple dwellings are inspected at least once every five years by the Bureau of Housing Inspection's Code Enforcement inspectors or by local inspectors in those municipalities participating in the Bureau's State Local Cooperative Housing Inspection Program (see below).

**Other Information:** Inspections are conducted to ensure compliance with the Bureau's regulations for the Maintenance of Hotels and Multiple Dwellings. If upon reinspection, cited violations have not been corrected, hotel, motel and multiple dwelling owners are referred to the Bureau's Code Compliance section for penalty enforcement action.

**Assistance Provided To:** Any party interested in the abatement of cited violations.

**Contact:** (609) 633-6241

## State/Local Cooperative Housing Inspection

**Type of Assistance:** Financial—Reimbursement.

**Description:** Allows a municipality or county the opportunity to enforce the Hotel and Multiple Dwelling regulations using its own inspection staff.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities and counties.

**Other Information:** The municipality or county signs an agreement with DCA, called the “Conditions of Authorization,” outlining the responsibilities of the participant and DCA.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 633-6240

## Office of Local Code Enforcement

*The Office provides mandated State Uniform Construction Code coverage to municipalities that have requested that DCA handle their administrative and enforcement authority of the code.*

*For further information, please call the telephone number listed for the program, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Codes and Standards**  
**Office of Local Code Enforcement**  
 PO Box 817, Trenton, NJ 08625-0817

### Local Enforcing Agency

**Type of Assistance:** Administrative, Technical and Advisory.

**Description:** Serves as the construction code enforcement agency for municipalities that have requested this service. Processes construction applications, reviews plans, performs inspections, issues certificates and orders, and performs other construction code enforcement duties for construction projects occurring within these municipalities.

**Assistance Provided To:** Any municipality that has not established enforcement powers for the State Uniform Construction Code, architects, engineers, builders, homeowners and persons involved in

construction in those municipalities who are seeking code technical or advisory assistance.

**Contact:** (609) 984-7603

## Office of Regulatory Affairs

*This Office is responsible for monitoring the enforcement of the Uniform Construction Code Act and implementing regulations.*

*For further information, please call (609) 984-7672, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Codes and Standards**  
**Office of Regulatory Affairs**  
 PO Box 818, Trenton, NJ 08625-0818

## Bureau of Rooming and Boarding House Standards

*This Bureau is responsible for the implementation and enforcement of the Rooming and Boarding House Act of 1979 and the inspection and licensure of emergency shelters for the homeless pursuant to Rules Governing Shelters for the Homeless.*

*For further information, please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Codes and Standards**  
**Bureau of Rooming and Boarding House Standards**  
 PO Box 804, Trenton, NJ 08625-0804

## Regulations Governing Rooming and Boarding Houses and Related Statutes

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Implements and enforces the provisions of the Rooming and Boarding House Act of 1979, which mandates social and safety requirements for all rooming and boarding homes in the State. Upon satisfactory compliance with the act, the Bureau issues licenses to owners and/or operators of these facilities.

**Kinds of Assistance:** All rooming and boarding homes in the State are evaluated yearly by the Bureau for the physical safety and social well-being of the resident population as a prerequisite to licensing. Municipalities wishing to conduct physical inspections should contact the Bureau. Only the Bureau can conduct social evaluations. Owners and operators must apply to the Bureau for a license to own and/or operate a rooming or boarding home.

**Assistance Provided To:** All owners and operators of rooming and boarding homes.

**Contact:** (609) 633-6251 for Standards;  
(609) 984-1706 for Licensing

## Rules Governing Emergency Shelters for the Homeless

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Implements and enforces the provisions of the Rules Governing Emergency Shelters for the Homeless Act, which mandates that emergency shelters in the State are constructed, maintained and operated to protect the health, safety and welfare of their occupants. Owners must apply to the Bureau for licensure, issued upon compliance with the Act.

**Other Information:** Municipalities wishing to conduct inspections should contact the Bureau.

**Assistance Provided To:** Owners of emergency shelters and municipal officials.

**Contact:** (609) 633-6251

# Division of Fire Safety



*The **Division of Fire Safety** is the central fire service agency in the State, responsible for the development and enforcement of the State Uniform Fire Code, public education programs and firefighter training programs.*

*For further information regarding the Division of Fire Safety's programs or services, please call the telephone number listed for each particular program, or call the main telephone number at (609) 633-6106. You may also visit our website at [www.nj.gov/dca/dfs](http://www.nj.gov/dca/dfs).*

*The mailing address is:*

**New Jersey Department of  
Community Affairs  
Division of Fire Safety  
PO Box 809  
Trenton, NJ 08625-0809**

## **Fire Safety Commission**

**Type of Assistance:** Advisory.

**Description:** Works closely with the Division of Fire Safety to promote fire safety in the State. The commission comprises 23 members, including state legislators and citizens with expertise or interest in fire safety. It was created by law to assist and advise the Commissioner of the Department of Community Affairs on all matters of fire safety.

**Assistance Provided To:** State government, the fire service and the general public.

**Other Information:** Meets five times each year to consider fire safety issues, amendments to the Uniform Fire Code, new fire safety programs and to hear comments from the public on matters of fire safety.

**Contact:** (609) 633-6139

## **Legislative and Regulatory Services**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides guidance regarding local enforcement of the Uniform Fire Safety Act and State Fire Prevention Code; oversees local agency operations and conducts routine monitoring; develops and amends program rules; provides assistance to Peer Review Committee to assess sanctions against certified officials; undertakes appropriate corrective or enforcement action for violations of the Act and Code; maintains quarterly registry of agencies having jurisdiction within each municipality in the State.

**Assistance Provided To:** Municipalities, fire services or private individuals.

**Contact:** (609) 984-1947



## **Volunteer Emergency Service Organization Loan Program**

**Type of Assistance:** Financial—Loans.

**Description:** Provides loans to fire departments and ambulance/rescue squads.

**Funding Source:** State Appropriation, Special Revenue.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Volunteer and partially-paid fire companies, first aid squads and rescue squads.

**Other Information:** Two percent interest, 10-year repayment, maximum loan: \$50,000.

**Procedure for Applying:** Request for proposals mailed annually. Submission of an application.

**Contact:** (609) 984-1903

## **Volunteer Recruitment and Retention Program**

**Type of Assistance:** Advisory and Programmatic.

**Description:** Provides guidance, visual aids and assistance to local volunteer fire departments and first aid, ambulance and rescue squads trying to recruit new members and retain current members.

**Other Information:** A toll-free, 800-telephone line answers calls from the public regarding recruitment. Callers are referred to their local volunteer organization's recruitment officer by Division staff.

**Assistance Provided To:** Volunteer fire departments, first aid, ambulance and rescue squads.

**Contact:** (609) 633-6121, 1 (800) FIRE-LINE

## **Bureau of Fire Code Enforcement**

*For further information, please call the telephone number listed for each program, or write to:*

New Jersey Department of Community Affairs

Division of Fire Safety

Bureau of Fire Code Enforcement

PO Box 809, Trenton, NJ 08625-0809

## **Fire Code Services**

**Type of Assistance:** Technical and Advisory.

**Description:** Provides technical assistance to fire officials/fire inspectors involved in the enforcement of the Uniform Fire Code and Regulations for Fire Code Enforcement.

**Assistance Provide To:** Local enforcing agencies and private individuals.

**Contact:** (609) 633-6132

## **Inspections**

**Type of Assistance:** Technical.

**Description:** Enforces the Uniform Fire Code in municipalities that do not elect to establish local enforcement agencies; responsible for the inspection of high-rise and life hazard use buildings/structures when the Department has retained direct enforcement authority.

**Assistance Provided To:** Any municipality that has not established an enforcement agency for the Uniform Fire Code.

**Contact:** (609) 633-6132

## **Life Hazard Use Registration**

**Type of Assistance:** Technical and Advisory.

**Description:** Life hazard use is defined as the use of a building or structure that may constitute a potential risk to human life, public welfare or firefighters. The program registers high-rise and life hazard use buildings/businesses to inspect and enforce the Uniform Fire Safety Act. Records of these structures are maintained and lists are distributed to local enforcement agencies. The program collects fees from life hazard use owners and establishes criteria to disburse funds to local agencies enforcing the Uniform Fire Code and Regulations.

**Assistance Provided To:** Any fire service, local enforcement agency or individual.

**Contact:** (609) 633-6144

## **Local Assistance**

**Type of Assistance:** Technical.

**Description:** Assists municipalities to establish local enforcing agencies in accordance with the

Uniform Fire Safety Act; makes recommendations to the local enforcing agencies regarding daily operations; provides interpretations of the Uniform Fire Code.

**Assistance Provided To:** Municipalities and local enforcing agencies.

**Contact:** (609) 341-3258

## State Building Fire Safety Inspections

**Type of Assistance:** Technical.

**Description:** Supervises fire prevention and protection programs in all state-owned, state-leased and state-occupied structures.

**Assistance Provided To:** Mandatory for all state-owned or state-leased properties.

**Contact:** (609) 633-6132

## Bureau of Fire Department Services

*For further information, please call the telephone number listed for each program, or write to:*

### New Jersey Department of Community Affairs

#### Division of Fire Safety

Bureau of Fire Department Services

PO Box 809, Trenton, NJ 08625-0809

### Fire Coordinator's Program

**Type of Assistance:** Technical.

**Description:** Administers the New Jersey Fire Coordinator System. This system is part of the State's emergency management system and manages the deployment of fire service resources requested beyond contiguous municipalities. There is a County Fire Coordinator assigned to each of the State's 21 counties.

The system is designed to deploy Division staff to the Emergency Operations Center at State Police Headquarters in West Trenton. From there, Division staff coordinate the deployment of fire service resources, particularly during a declared state of emergency.

County fire coordinators are responsible for maintaining resource lists, including apparatus, specialized equipment, and available manpower, and working with the Division staff to have them readily available.

**Contact:** (609) 633-6071

## Fire Department Programs

**Type of Assistance:** Technical and Advisory.

**Description:** Investigates serious injuries or deaths of firefighters in the line of duty and publishes the findings in a formal report. Additionally, this unit works with the Juvenile Firesetter Committee to research and develop a statewide policy for preventing juveniles from setting fires and for educating the public and the fire service about the problem.

**Other Information:** In cooperation with the Department of Treasury, the program develops specifications for firefighters' protective clothing and equipment for inclusion on the State Cooperative Purchasing Contract. This ensures that protective clothing meets the standards established in the Public Employees Occupational Safety and Health Act.

**Assistance Provided To:** Fire service organizations, emergency medical services, state, county or municipal governments and anyone dealing with the problems of a juvenile firesetter.

**Contact:** (609) 633-6071; 1 (800) 357-5230

## Fire Incident Reporting System

**Type of Assistance:** Technical.

**Description:** Administers a statewide fire incident reporting system that also serves as a central depository for the National Fire Incident Reporting System. Participating fire departments report emergency incidents in a standardized format that is passed on to the U.S. Fire Administration to be included in national statistics and analyses. The unit also analyzes statewide data to identify trends and publishes an annual report titled "Fire in New Jersey."

**Assistance Provided To:** Any fire service organization or interested individual.

**Contact:** (609) 633-6324

## Fire Protection Installers/Maintenance Certification Program

**Type of Assistance:** Technical and Advisory.

**Description:** Establishes a comprehensive, mandatory licensing procedure for contractors who sell, install, repair, inspect and maintain fire protection equipment. Determines whether an application is complete and if all requirements have been met. The appropriate license is issued to the applicant in each field for which the qualifications are met.

**Other Information:** Currently, there are six license classifications established within this program: Fire Protection Equipment; Fire Sprinkler System; Special Hazard Fire Suppression System; Fire Alarm Equipment; Portable Fire Extinguisher; and Kitchen Fire Suppression System. Businesses that provide any type of service on fire safety equipment must obtain an annual business permit.

**Contact:** (609) 633-6121

## Office of Training and Certification

**Type of Assistance:** Technical, Advisory and Training.

**Description:** Provides statewide educational and training programs relating to fire protection, fire prevention, fire safety inspection, and to certify fire officials/fire inspectors who enforce the Uniform Fire Code. The office also develops training standards for various positions within the fire service and provides training programs leading to certification in those positions. Continuing education programs are also available to individuals holding certain certifications. This program also offers National Fire Academy Training courses covering all aspects of firefighting.

**Assistance Provided To:** Fire service training academies, any fire service organization or private individual.

**Contact:** (609) 633-6117

## Persons with Disabilities or Oxygen Use Emblem Program

**Type of Assistance:** Technical.

**Description:** Issues a person with a disability or

who uses oxygen one of two identification emblems. The disability emblem is affixed to a window of a residential dwelling and alerts firefighters, medical, rescue or law enforcement personnel, when responding to an emergency situation, that a person with a disability may be present therein and may require special assistance. The oxygen emblem is also affixed to a window of a residential dwelling to warn firefighters that oxygen is in use within that dwelling. A person with a disability or who uses oxygen may apply for an emblem by contacting the Division.

**Contact:** (609) 633-6121

## Public Education

**Type of Assistance:** Technical and Advisory.

**Description:** Increases public awareness of fire safety by developing educational fire safety materials such as brochures, flyers, posters and booklets for distribution to schools, fire departments and the general public; develops specific fire safety programs for schools, preschools and senior citizens; publishes a newsletter for members of the fire service and other individuals and organizations interested in fire safety; and helps coordinate an annual fire safety poster contest for school children throughout the State.

**Assistance Provided To:** Municipalities, schools, fire departments and the general public.

**Contact:** (609) 633-6071

# Division of Housing and Community Resources



*The **Division of Housing and Community Resources** is committed to building neighborhoods. Working with nonprofit organizations, municipalities, private developers and the Housing and Mortgage Finance Agency, the Division is responsible for grant and loan programs that promote economic and community development through housing and other supportive services.*

*For further information, please call the telephone number listed for each particular program, or call the main telephone number at (609) 633-6303. You may also visit our website at [www.nj.gov/dca/dhcr](http://www.nj.gov/dca/dhcr) or e-mail us at [dhcr@dca.state.nj.us](mailto:dhcr@dca.state.nj.us).*

*The mailing address is:*

**New Jersey Department of  
Community Affairs  
Division of Housing and  
Community Resources**  
PO Box 806  
Trenton, NJ 08625-0806

## **Audit Review and Fiscal Monitoring**

Monitors the fiscal and accounting systems of agencies receiving Division funding (nonprofits, local governments, etc.), and reports the results to the Division director and the appropriate program unit for review and action.

## **Office of Research and Policy Development**

Identifies and pursues federal and foundation grant funds to supplement the Division's initiatives. ORPD is responsible for preparing the State's Consolidated Plan and the Fair Housing Plan. In addition, ORPD administers the State's HOME Program and the Fair Housing and Outreach Initiative.

## **Housing Assistance and Production Programs**

*This component administers programs that address the housing needs of homeless and potentially homeless individuals and families by providing housing assistance payments. This element also provides financial assistance to municipalities, for-profit and nonprofit developers producing affordable housing and manages long-term affordability controls.*

*For further information, please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs  
Div. of Housing and Community Resources**  
*Housing Assistance and Production Programs*  
PO Box 806, Trenton, NJ 08625-0051



### Family Self-Sufficiency

**Type of Assistance:** Financial–Subsidies.

**Description:** Assists families who are participants in the Section 8 Housing Choice Voucher Program toward becoming self-sufficient and self-reliant through the implementation of an individualized action plan.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** October 1 to September 30.

**Assistance Provided To:** Families must be participants in the DCA's Section 8 Housing Choice Voucher Program to be eligible.

**Contact:** (609) 633-6200

### Green Homes Office

**Type of Assistance:** Technical, Financial–Grants.

**Description:** Improves the environmental performance, energy efficiency, quality and affordability of housing in New Jersey through advocacy, education and technical assistance. Accelerates the use of innovative green design and building technologies, raises building standards and creates a consumer demand for healthy, efficient and environmentally responsible, high-performance homes.

**Assistance Provided To:** For-profit and nonprofit developers and municipalities.

**Contact:** (609) 292-3931

### HOME–Housing Production Investment Fund

**Type of Assistance:** Financial–Grants and Loans.

**Description:** Provides non-interest bearing, interest bearing, deferred loans and grants to for-profit and nonprofit developers for the purpose of creating affordable housing throughout the State.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Funds are targeted to:

- Applications to the Balanced Housing Program that are feasible, but for which state funds are not available;
- Applications from developers in municipalities where there is a demonstrated need for affordable housing, but are not eligible for Balanced Housing funds; and

- Areas where there is demonstrated need for affordable housing and other sources of federal funds, such as HOME and Community Development Block Grants, are not available from the local jurisdiction.

The program will be administered in accordance with the Balanced Housing Program rules and regulations and the federal HOME regulations.

**Application Deadline:** Accepted continuously.

**Date of Notification:** January, April, July and October.

**Contact:** (609) 633-6285

### Homelessness Prevention

**Type of Assistance:** Financial–Grants and Subsidies.

**Description:** Provides limited financial assistance to low- and moderate-income tenants and homeowners in imminent danger of eviction or foreclosure due to temporary financial problems beyond their control. Funds are used to disburse payments in the forms of loans and grants to landlords and mortgage companies on behalf of eligible households in danger of homelessness.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 633-6204

### HOME–Tenant-Based Rental Assistance

**Type of Assistance:** Financial–Subsidies.

**Description:** Provides tenant-based rental assistance to families with special needs and, in some cases, to eligible, in-place residents of a rental project being rehabilitated under the HOME Program.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Households who have graduated from transitional housing programs that meet the Division's guidelines for such programs, and households where the head of household is elderly or disabled.



**Procedure for Applying:** Current waiting list.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-4080

## Housing Affordability Services

**Type of Assistance:** Technical.

**Description:** Provides services to municipalities and low- and moderate-income households regarding affordable housing. Maintains a statewide referral list of households that are potentially eligible for affordable housing units and can be selected for interviews through computer analysis. Pricing schedules and marketing analysis reports are also available. Retains permanent records and growing inventory of over 10,000 units of affordable housing, and produces statistical reports for municipalities and for academic studies.

**Assistance Provided To:** All parties concerned with the sales, rental, re-sales and re-rentals of affordable housing.

**Contact:** (609) 292-9795

## Neighborhood Preservation Balanced Housing

**Type of Assistance:** Financial—Grants and Loans.

**Description:** Creates housing opportunities in viable neighborhoods for households of low and moderate income.

**Funding Source:** State Appropriation-Fair Housing Revenue (NJ Realty Transfer Tax).

**Award Period:** Four times per year.

**Assistance Provided To:** Municipalities.

**Other Information:** Municipalities must fall into one of the following categories:

- It has received substantive certification from the Council on Affordable Housing;
- It has entered into a judicially-approved compliance agreement to settle its fair share housing obligation;
- It is subject to a court-ordered builder's remedy;
- It has been designated as a receiving municipality under a regional contribution agreement and the project plan has been approved by the Council on Affordable Housing; or

- It has, at any time since Fiscal Year 1988, been eligible to receive state aid.

**Application Deadline:** Applications accepted continuously.

**Date of Notification:** January, April, July and October.

**Contact:** (609) 633-6285

## Regional Opportunity Counseling

**Type of Assistance:** Counseling.

**Description:** Promotes regional strategies for helping Section 8 Housing Choice Voucher recipients choose neighborhoods that offer the best housing, education and employment opportunities.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Housing Choice Voucher families who want to move.

**Contact:** (609) 633-6150

## Section 8 Housing Choice Voucher Program

**Type of Assistance:** Financial—Subsidies.

**Description:** Assists in making safe and quality housing in the private rental market affordable to very low-income families by reducing housing costs through direct rent subsidy payments to landlords.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Kinds of Assistance:** Based on the premise that housing costs (rents and utilities) should not exceed 30 percent of a family's income, the program provides annual funds for rental subsidies to a limited number of very low-income applicants (special emphasis is placed on assisting the handicapped in their efforts to live independently in the community).

**Other Information:** The statewide program is available to residents of all New Jersey counties. Additional Section 8 Existing Housing programs are administered throughout the State by a number of municipal and county authorities.

**Assistance Provided To:** Very low-income families; single individuals over 62 years of age; or disabled.

**Contact:** (609) 292-4080

## Section 8 Landlord Liaison Office

**Type of Assistance:** Advisory.

**Description:** Provides assistance and educational materials to landlords participating in the Section 8 Rental Assistance Program.

**Assistance Provided To:** Tenants and landlords in need of advice regarding residential property rentals.

**Contact:** (609) 633-6605

## Community Development and Service Programs

*This component provides financial and technical assistance to municipalities, community action agencies and other nonprofit and for-profit organizations for use with homeless shelters, downtown business development, neighborhood improvement, community and economic development, and infrastructure improvements. This component also administers Individual Development Accounts and Public Housing Authority Training.*

*For further information, please call the telephone number listed for each program, or write to:*

New Jersey Department of Community Affairs  
Div. of Housing and Community Resources  
Community Development and Resources  
PO Box 806, Trenton, NJ 08625-0806  
Fax (609) 292-9798

## Affordable Housing

### Affordable Housing Training Institute

**Type of Assistance:** Workshops and Training Courses.

**Description:** Collaborates with nonprofit housing associations to develop and fund workshops for member organizations and other interested parties. The Institute also sponsors its own workshops and training programs to increase expertise in a variety of areas dealing with affordable housing and management of nonprofit housing developers, for-profit developers, special needs housing and service organizations, and municipalities.

**Other Information:** Eligible workshop/training attendees are sponsoring association members, nonprofit housing developers, special need housing and service organizations, and municipalities involved in housing development.

**Procedure for Applying:** Submission of a completed registration form.

**Contact:** (609) 292-9470

## Community Housing Development Organizations Seed Money Loans

**Type of Assistance:** Financial—Loans.

**Description:** Provides pre-development/seed money loans to nonprofit organizations certified by the State as Community Housing Development Organizations (CHDOs) actively involved with the development of affordable housing. Loans may only be used for project-specific costs.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** Maximum of 18 months.

**Assistance Provided To:** Nonprofit organizations certified as State CHDOs.

**Procedure for Applying:** Contact program coordinator for details.

**Contact:** (609) 633-6246

## HOME—Community Housing Development Organizations Operating Grants

**Type of Assistance:** Financial—Grants.

**Description:** Provides operating support for nonprofit organizations certified by the State as Community Housing Development Organizations (CHDOs) actively involved with the development of affordable housing.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit organizations certified as State CHDOs.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6246

## HOME–Rental Rehabilitation

**Type of Assistance:** Financial–Loans.

**Description:** Provides deferred payment loans to property owners (including nonprofits) for the rehabilitation of substandard rental housing units.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Rental property owners to rehabilitate housing for low-income households.

**Procedures for Applying:** Submit application in response to Request for Proposal.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6179

## The Housing and Community Advocate Newsletter

**Type of Assistance:** Informational.

**Description:** This quarterly newsletter provides information regarding development issues and preservation of affordable housing.

**Assistance Provided To:** Nonprofit organizations, for-profit developers, municipalities and the general public.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 633-6246

## Housing Scholars

**Type of Assistance:** Internships.

**Description:** Provides nonprofit organizations actively involved with the development of affordable housing with a full-time summer intern from either an undergraduate or graduate program at one of five New Jersey colleges and universities.

**Funding Source:** State Appropriations, Fair Housing Revenue

**Award Period:** July 1 to August 31.

**Assistance Provided To:** Nonprofit organizations.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6246

## Performance Grants to Nonprofits

**Type of Assistance:** Financial–Grants.

**Description:** Provides operating support for nonprofit organizations developing affordable housing. Continuation grants are based on grantee agencies' performance.

**Funding Source:** State Appropriation–Fair Housing Revenue (NJ Realty Transfer Tax).

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit organizations.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6246

## Pre-Development Loan Partnership

**Type of Assistance:** Financial–Loans.

**Description:** Provides pre-development/seed money loans to nonprofit organizations actively involved with the development of affordable housing. Loans may only be used for project-specific costs.

**Funding Source:** Revolving Housing Demonstration Program and seven financial institutions.

**Award Period:** Maximum of 18 months.

**Assistance Provided To:** Nonprofit organizations.

**Procedure for Applying:** Contact program coordinator for details.

**Application Deadline:** Open.

**Date of Notification:** Varies.

**Contact:** (609) 633-6246

## Community Development

### Adopt-A-Neighborhood

**Type of Assistance:** Technical Project Assistance.

**Description:** Provides direct assistance to private project sponsors, local private/non-state entities and municipalities to identify and implement projects associated with neighborhood and community improvement efforts.

**Assistance Provided To:** Municipalities, private and nonprofit sponsors.

**Contact:** (609) 292-3796

### Community Food and Nutrition

**Type of Assistance:** Financial–Grants.

**Description:** Coordinates and plans services to alleviate hunger and malnutrition in New Jersey.

**Funding Source:** U.S. Department of Health and Human Services.

**Assistance Provided To:** Statewide public or private nonprofit agencies.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 984-6668

### Community Services Block Grant

**Type of Assistance:** Financial–Grants.

**Description:** Awards funds to agencies for the provision of health, education, employment, housing and other services to New Jersey's low-income population. Ninety percent of the annual allocation must go to designated community action agencies.

**Funding Source:** U.S. Department of Health and Human Services.

**Award Period:** October 1 to September 30.

**Assistance Provided To:** Public and private nonprofit agencies.

**Procedure for Applying:** Submission of an application. Contact program coordinator for details.

**Contact:** (609) 984-6668

### Relocation Assistance

**Type of Assistance:** Technical and Financial (very limited, based on availability of funds).

**Description:** Provides financial assistance to municipalities and county welfare boards for relocation assistance to families and individuals displaced by municipal code enforcement. Eligible expenses are moving costs, dislocation allowance, and rental/down payment assistance. Payments made on a reimbursement basis. Financial assistance recipients must take steps to recover relocation costs.

**Funding Source:** Carry-over balance from previous year.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities and county welfare boards (financial assistance on a 50/50 basis).

**Procedure for Applying:** Submission of a financial assistance request letter from chief executive officer of agency upon submission of a Workable Relocation Assistance Plan (WRAP). Amount is based on budget of approved WRAP.  
**Contact:** (609) 633-6276

### Shelter Support

**Type of Assistance:** Financial–Grants.

**Description:** Provides funds to renovate and improve existing homeless shelters and transitional housing, construct new homeless shelters and transitional housing, and pay certain social services and operating costs.

**Funding Source:** State Appropriation and U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Local governmental units and nonprofit organizations.

**Other Information:** Federally funded projects must adhere to Emergency Shelter Grant Program regulations.

**Procedure for Applying:** Submission of an application.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6267

### Small Cities Community Development Block Grant

**Type of Assistance:** Financial–Grants.

**Description:** Provides funds for economic development, housing rehabilitation, community revitalization and public facilities designed to benefit people of low- and moderate-income or to address recent local needs for which no other source of funding is available.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Non-entitlement counties and municipalities (list available on request).

**Procedure for Applying:** Submit an application.

**Application Deadline:** Circulated to all eligible governments.

**Contact:** (609) 633-6278



## **Low-Income Assistance**

### **Home Energy Assistance**

**Type of Assistance:** Financial–Grants.

**Description:** Assists very low-income persons with their heating and cooling bills and makes provisions for emergency heating systems services and emergency fuel assistance within the Home Energy Assistance Program.

**Funding Source:** U.S. Department of Health and Human Services via the New Jersey Department of Human Services.

**Procedure for Applying:** Submission of an application to a designated community action agency.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (800) 510-3102

### **Individual Development Account**

**Type of Assistance:** Matching Savings.

**Description:** IDAs are matched savings accounts to help low-income families accumulate funds specifically for high-return investments in homeownership, education or small-business ownership.

**Assistance Provided To:** Income-eligible working individuals and families with a minor child, through grants to nonprofit organizations.

**Contact:** (609) 292-9794

### **Lead-Based Paint Abatement in Low- and Moderate-Income Housing**

**Type of Assistance:** Financial–Grants and Loans.

**Description:** Provides deferred-payment loans and grants through local government entities to property owners for reducing lead-based paint hazards in conjunction with the rehabilitation of substandard housing units.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Rental property owners and low-income owner occupants to develop lead-safe housing for low-income households.

**Procedure for Applying:** Submit application in response to Request for Proposal.

**Contact:** (877) DCA-LEAD; (609) 633-6179

## **Section 8 Single Room Occupancy–Moderate Rehabilitation**

**Type of Assistance:** Technical.

**Description:** Assists in rehabilitating privately owned, substandard, single-room occupancy rental units providing housing for individuals eligible for Section 8 Rental Assistance. Technical assistance is provided to property owners during all phases of rehabilitation, including preparing work write-ups, evaluating contractor bids, applying for financing, and construction and quality control. Upon completing the rehabilitation work, the project sponsor receives financial assistance, administered by the Housing Assistance Element over a 10-year period, in the form of Section 8 rental assistance. Assistance is paid on behalf of eligible tenants.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Assistance Provided To:** Owners of substandard rental properties that require rehabilitation costing at least \$3,000 per unit to bring them up to standard condition and eligibility for rent subsidy.

**Procedure for Applying:** Submission of an application in response to Request for Proposal.

**Contact:** (609) 633-6179

## **Weatherization Assistance**

**Type of Assistance:** Financial–Grants.

**Description:** Assists elderly, handicapped and low-income persons in weatherizing their homes, improving their heating system efficiency and conserving energy. The program also provides emergency heating assistance.

**Funding Source:** U.S. Department of Health and Human Services and U.S. Department of Energy.

**Award Period:** October 1 to September 30; April 1 to March 31.

**Assistance Provided To:** Low-income occupants; community-based agencies assisting low-income occupied dwelling units.

**Procedure for Applying:** Submission of an application to a designated community-based agency. Additional grants are subject to maintaining contractual compliance and submission of budget.

**Contact:** (609) 292-6140



## **Recreation**

### **NJ Board of Recreation Examiners**

**Type of Assistance:** Technical.

**Description:** Administers the permissive certification of recreation professionals in the State.

**Kinds of Assistance:** Certifies professionals in the State: issues official applications to interested recreation professionals who wish to be certified as a Recreation Administrator and/or Recreation Supervisor; reviews applications and notifies qualified individuals to sit for an exam; conducts formal written and oral examinations of qualified applicants two times during the calendar year.

**Assistance Provided To:** Any applicant who meets the eligibility requirements.

**Contact:** (609) 341-3474

### **Recreation and Park Departments Assistance**

**Type of Assistance:** Technical.

**Description:** Assists community recreation and park departments with the initiation, development, administration and management of recreation sites, resources and programming. Staff monitors and assesses the impact of proposed revisions to the various state and federal recreation and park funding programs, standards, laws, rules and regulations.

**Other Information:** Operates as a resource “clearinghouse” to service requests for technical assistance to local governments.

**Assistance Provided To:** Any local government, recreation agency or private citizen.

**Contact:** (609) 984-6654

### **Athletics for Individuals with Disabilities**

**Type of Assistance:** Financial–Grants.

**Description:** Increases the availability of athletic events for individuals with disabilities by assisting and encouraging statewide nonprofit organizations to sponsor training and athletic competition for individuals with disabilities.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Statewide nonprofit athletic organizations: New Jersey Special Olympics, New Jersey Tournament of Champions, Association of Blind Athletics of New Jersey, and Wheelchair Sports Council of New Jersey.

**Contact:** (609) 984-6654

### **Community Recreation for Individuals with Disabilities**

**Type of Assistance:** Technical.

**Description:** Provides in-service training and education to community and state agency staff to develop, implement or improve recreation services for individuals with disabilities.

**Kinds of Assistance:** Training, referral and information resources to units of local government, school districts, state and community agencies, parents of children and adults with disabilities.

**Assistance Provided To:** Any county, municipality, school district, private, voluntary or commercial agency, or any individual.

**Contact:** (609) 341-3474

### **New Jersey Commission on Recreation for Individuals with Disabilities**

**Type of Assistance:** Advisory and Technical.

**Description:** Promotes recreation services for individuals with disabilities, including an annual Governor’s Conference on Recreation for Individuals with Disabilities; researches and identifies “model” recreation programs for individuals with disabilities; and identifies, reviews and makes recommendations on regulations, legislation and policies critical to the provision of recreation and leisure services for individuals with disabilities.

**Assistance Provided To:** Any local government, agency or private citizen.

**Contact:** (609) 292-6243

### **Recreation Opportunities for Individuals with Disabilities**

**Type of Assistance:** Financial–Grants.

**Description:** Provides funding assistance to local

units of government for both short-term special events and continuous recreational services for individuals with disabilities.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** January 1 to December 31.

**Assistance Provided To:** Municipalities and counties.

**Other Information:** Match of \$1 local to \$5 State.

**Procedure for Applying:** Application postmarked by May 31, and a resolution authorizing the match requirement.

**Date of Notification:** August 31.

**Contact:** (609) 341-3698

## **Revitalization**

### **Main Street New Jersey**

**Type of Assistance:** Technical.

**Description:** Provides business communities with the skills and knowledge to manage their own business districts. Improves the local economy, as well as the appearance and image of traditional downtown, through the organization of business people, local citizens and resources.

**Assistance Provided To:** Designated Main Street New Jersey municipalities, downtown revitalization organizations, Economic Development Corporations, Urban Enterprise Zones, Special Improvement Districts, and New Jersey citizens.

**Contact:** (609) 633-6266

### **Neighborhood Preservation**

**Type of Assistance:** Financial—Grants and Loans.

**Description:** Provides direct financial and technical assistance to municipalities over a three to five year period to conduct activities associated with the preservation of designated neighborhoods based on strategic revitalization plans within those municipalities.

**Funding Source:** State Aid Appropriation.

**Assistance Provided To:** Municipalities.

**Procedure for Applying:** Submit application in response to statewide request for proposal.

**Contact:** (609) 633-6283

## **HOME—Neighborhood Preservation**

**Type of Assistance:** Financial—Loans.

**Description:** Provides financial assistance to property owners for the rehabilitation of substandard housing units.

**Funding Source:** U.S. Department of Housing and Urban Development.

**Award Period:** July 1 to June 30 (periodically as funds are available).

**Assistance Provided To:** Municipalities chosen to participate in the Neighborhood Preservation Program.

**Procedures for Applying:** Submission of an application.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 633-6283

## **Special (Business) Improvement Districts (SIDs)**

**Type of Assistance:** Technical.

**Description:** Provides assistance to New Jersey's downtown and business centers.

**Assistance Provided To:** Municipalities, nonprofit organizations and business associations.

**Contact:** (609) 633-6272

## **Special (Business) Improvement District Loans**

**Type of Assistance:** Financial—Loans.

**Description:** Provides loans of up to \$500,000 for capital improvements within designated downtown business improvement zones.

**Funding Source:** State Appropriation.

**Award Period:** To be announced.

**Assistant Provided To:** Municipalities and SID management organizations.

**Procedure for Applying:** Submission of an application.

**Application Deadline:** To be announced pending availability of funds.

**Contact:** (609) 633-6272

**Special (Business) Improvement  
District Challenge Grants**

**Type of Assistance:** Financial–Matching Grants.  
**Description:** Provides dollar-for-dollar matching grants of up to \$10,000 from DCA to support the technical and professional services needed to establish a Special Improvement District.  
**Funding Source:** State Aid Appropriation.  
**Award Period:** To be announced.  
**Assistance Provided To:** Municipalities.  
**Procedure for Applying:** Submission of an application.  
**Application Deadline:** To be announced pending availability of funds.  
**Contact:** (609) 633-6272

# Division of Local Government Services



*The **Division of Local Government Services** works with local governments to ensure their financial integrity and solvency and to support their efforts to comply with State laws and regulations.*

*For further information on the Division of Local Government Services' programs and services, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-6110. You may also visit our website at [www.nj.gov/dca/lgs](http://www.nj.gov/dca/lgs) or e-mail us at [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us).*

**The mailing address is:**

New Jersey Department of  
Community Affairs  
Division of Local  
Government Services  
PO Box 803  
Trenton, NJ 08625-0803

## **Municipal Government Financial Assistance Programs**

**[www.nj.gov/dca/lgs/muniaid/aidmenu.htm](http://www.nj.gov/dca/lgs/muniaid/aidmenu.htm)**

### **Consolidated Municipal Property Tax Relief Aid**

**Type of Assistance:** Financial—Grants.

**Description:** Provides all municipalities with property tax relief at the amounts they received under the programs during Fiscal Year 1995. Aid is distributed in set amounts between July and December.

**Funding Source:** State Appropriation, Property Tax Relief Fund.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** All municipalities.

**Procedure for Applying:** Aid distributed by formula at times set in State budget.

**Date of Notification:** Preliminary: February 1. Final: July 15.

**Contact:** (609) 292-6110

### **Extraordinary Aid—Supplemental Municipal Property Tax Relief**

**Type of Assistance:** Financial.

**Description:** Allocates funds to municipalities experiencing extraordinary circumstances causing increases in local purpose tax or reduction in services without special State Aid.

**Funding Source:** State Appropriation, Property Tax Relief Fund—State Aid

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities.

**Procedure for Applying:** Submit application form with municipal budget.

**Contact:** (609) 292-4806

## Legislative Initiative Municipal Block Grant

**Type of Assistance:** Financial—Grants.

**Description:** Reduces the amount the municipality is required to raise by local property tax levy for municipal purposes.

**Funding Source:** State Appropriation, State Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipalities.

**Other Information:** Aid amount determined by statutory formula. All municipalities are eligible in proportion to the number of residents pursuant to the federal census.

**Application Deadline:** Varies.

**Date of Notification:** Calendar Year—February 1 and State Fiscal Year—July 15.

**Contact:** (609) 292-7842

## Special Municipal Aid Act—Distressed Cities Program

**Type of Assistance:** Technical and Financial—Grants.

**Description:** Assists municipalities facing the most severe fiscal conditions in recovering from fiscal distress and improving management and financial practices.

**Funding Source:** State Appropriation, State Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipal governments identified by the Division and Local Finance Board to be in need of substantial financial aid and technical assistance to resolve ongoing fiscal problems.

**Other Information:** Grants and technical assistance are contingent on the municipality executing a Memorandum of Understanding committing them to making management and operational improvements recommended by the Local Finance Board.

**Procedure for Applying:** None; based on determination of the Division director.

**Contact:** (609) 292-4806

## Bureau of Authority Regulation

*The Bureau of Authority Regulation is responsible for regulating and providing managerial, operational and technical assistance in financial matters relating to budgeting, accounting, financial reporting, and auditing and financial applications for local entities (authorities and fire districts). The Bureau reviews and comments on project applications for financial capabilities, risk allocation and amendments to county solid waste management plans, and other specific items as assigned.*

*For further information, please call the telephone number listed for each program, or write to:*

New Jersey Department of Community Affairs  
Division of Local Government Services  
Bureau of Authority Regulation  
PO Box 803, Trenton, NJ 08625-0803

## Authority Audit, Financing and Accounting Assistance

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides information and advice to local entities, their representatives and the general public on auditing, project financing, financial reporting and accounting matters.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Contact:** (609) 984-0132

## Authority and Fire District Budget Assistance

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Provides assistance in the preparation, submission, amendment and adoption of authority and fire district budgets. Promulgates rules and regulations pertaining to preparation of local public authority and special district budgets



and capital budgets for the review and approval by the Division director.

**Assistance Provided To:** Citizens, officials of local governments and their representatives.

**Contact:** (609) 984-0132

### **Liaison with Local Finance Board**

**Type of Assistance:** Technical and Advisory.

**Description:** Reviews, prepares analysis and provides testimony on applications submitted to the Local Finance Board.

**Assistance Provided To:** Citizens, officials of local governments and their representatives.

**Contact:** (609) 984-0132

## **Bureau of Financial Regulation and Assistance**

*The Bureau of Financial Regulation and Assistance is statutorily responsible for ensuring that each of the State's 566 municipalities and 21 county governments comply with laws and regulations related to the finances of local governments. Through its programs, the Bureau provides technical assistance and serves in a regulatory capacity.*

*For further information, please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Local Government Services**  
 Bureau of Financial Regulation and Assistance  
 PO Box 803, Trenton, NJ 08625-0803  
**Web Address:**  
[www.nj.gov/dca/lgs/fiscal/budmenu.htm](http://www.nj.gov/dca/lgs/fiscal/budmenu.htm)

### **Audit and Financial Assistance**

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides technical assistance as well as accounting and auditing rule promulgations of the Division and Local Finance Board.

**Assistance Provided To:** Municipal and county

financial officers, registered municipal accountants, public officials and interested citizens.

**Contact:** (609) 292-4806

### **Budget and Cap Law Assistance**

**Type of Assistance:** Technical and Regulatory.

**Description:** Assists municipalities and counties in complying with New Jersey's Cap Law.

**Assistance Provided To:** Municipalities or counties.

**Contact:** (609) 292-4806

### **Emergency Resolutions**

**Type of Assistance:** Technical.

**Description:** Assists municipalities and counties in filing emergency budget resolutions when necessary.

**Assistance Provided To:** Municipalities or counties.

**Contact:** (609) 292-4806

### **Investment of Municipal Funds**

**Type of Assistance:** Technical and Advisory.

**Description:** Assists each local unit in adopting a cash management plan and in depositing its funds pursuant to that plan as required by the Local Fiscal Affairs Law.

**Kinds of Assistance:** Through analysis and counseling, local officials are provided assistance with their investment programs. Provides advice and recommendations regarding cash flow, investments and the New Jersey Cash Management Fund.

**Assistance Provided To:** All county and municipal governments.

**Contact:** (609) 292-4806

### **Single Audit Review**

**Type of Assistance:** Technical and Regulatory.

**Description:** Reviews single audit reports of local units to ensure compliance with the Single Audit Act of 1984.

**Assistance Provided To:** Qualified auditors and chief financial officers of local units of government.

**Contact:** (609) 292-4806

## Local Finance Board

*The Local Finance Board is a statutorily created body with the overall responsibility for promulgating rules and regulations on the fiscal operations, fiscal reporting and fiscal conditions of all New Jersey municipalities, counties, local authorities and special districts. It has specific statutory authority to approve or make recommendations on various agency financing and debt matters, create or dissolve local authorities or special districts, assume fiscal control over local governments, and assist their governing bodies in financial and operational matters.*

*The Board also is responsible for administering the Local Government Ethics Law. The director of the Division serves as the Board's chairman. Other members are nominated by the Governor and confirmed by the State Senate.*

*For further information please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs**  
**Local Finance Board**  
PO Box 803, Trenton, NJ 08625-0803  
**Web Address:** [www.nj.gov/dca/lgs/lfb/lfbmenu.htm](http://www.nj.gov/dca/lgs/lfb/lfbmenu.htm)

## Executive Secretary Local Finance Board

**Type of Assistance:** Regulatory and Technical.

**Description:** Administers the provisions of the Local Bond Law, Local Fiscal Affairs Law, Local Budget Law, Local Authorities Fiscal Control Law, and other respective statutes. These laws require the filing of applications to appear before the Local Finance Board with subsequent action by the Board.  
**Assistance Provided To:** General public, officials of local government and professionals representing them.

**Contact:** (609) 292-0479

## Local Government Ethics Law

**Type of Assistance:** Regulatory, Technical and Advisory.

**Description:** Administers the provisions of the Local Government Ethics Law. This requires a wide range of local government officials to file Board promulgated Financial Disclosure Statements with the Board and their local governments annually; sets a minimum ethical standard for local government employees; empowers the Board to investigate complaints and issue advisory opinions; and serves as the ethics board where no local board has been established.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Other Information:** The Local Finance Board hears complaints against employees or officers for municipalities who have not appointed their own local ethics board, as well as appeals on decisions by local ethics boards. The Board's staff also works with local government officials to assist in administering the law.

**Contact:** (609) 292-0479

**For more information:**

[www.nj.gov/dca/lgs/ethics/ethcmenu.htm](http://www.nj.gov/dca/lgs/ethics/ethcmenu.htm)

## Qualified Bonds

**Type of Assistance:** Regulatory and Technical.

**Description:** Strengthens the credit status of municipalities and school districts by pledging state aid to guarantee debt service payments on qualified bond issues.

**Other Information:** The municipality or school district files an application with the Local Finance Board. If the findings are favorable, the Board may authorize the issuance of qualified bonds.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Contact:** (609) 292-0479

## Resource Recovery, Waste Water Treatment and Clean Water

**Type of Assistance:** Technical and Regulatory.

**Description:** Reviews and analyzes financial plans, proposals and other pertinent documents and

applications submitted to the Division by local entities. This detailed review is performed to ensure that an undue financial burden is not placed on the residents of the area covered by the proposed contracts.

**Assistance Provided To:** Officials of counties, municipalities, authorities, special districts, their representatives and the general public.

**Contact:** (609) 984-0132

## Bureau of Local Management Services

*The Bureau of Local Management Services provides the State's local government units with advisory and technical assistance in general government issues, purchasing, joint insurance funds, certification programs, deferred compensation, and the Length of Service Award Program. The Bureau reinforces the Division's role as advocate for local governments in New Jersey.*

*For further information, please call the telephone number listed for each program, the main number at (609) 292-7842, or write to:*

**New Jersey Department of Community Affairs**  
**Division of Local Government Services**  
 Bureau of Local Management Services  
 PO Box 803, Trenton, NJ 08625-0803

### Cooperative Purchasing

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides assistance to local contracting units in the planning, development and implementation of cooperative purchasing programs.

**Other Information:** All cooperative purchasing systems are required to be registered with and approved by the Division director.

**Assistance Provided To:** Any municipality, county, board of education, or other type of local contracting unit interested in developing or participating in a cooperative purchasing system.

**Contact:** (609) 633-3742 or [lpcl@dca.state.nj.us](mailto:lpcl@dca.state.nj.us)

### Deferred Compensation Program

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides technical assistance to counties, municipalities and public authorities to establish deferred compensation programs and to ensure compliance. All local government (county, municipality, public authority) deferred compensation programs are required to be filed with and approved by the Division. Approval is for an indefinite period, but all program amendments and modifications must be filed with and approved by the Division.

**Assistance Provided To:** Any municipality, county or public authority; vendors of deferred compensation programs.

**Contact:** (609) 984-2105

### Length of Service Award Program

**Type of Assistance:** Technical and Regulatory.

**Description:** Provides tax-deferred income benefits to active members of all volunteer fire and first aid organizations.

**Assistance Provide To:** Municipalities, fire districts, fire companies, first aid organizations and interested citizens.

**Contact:** (609) 984-2105

**For further information:**

[www.nj.gov/dca/lgs/losap/losap.htm](http://www.nj.gov/dca/lgs/losap/losap.htm)

### Local Government Professional Certification Program

**Type of Assistance:** Technical and Regulatory.

**Description:** Administers certification and examination programs for local government professionals as provided by law; maintains database of certified individuals; approves continuing education programs; and monitors certification renewals.

**Assistance Provided To:** Municipal and county officials or interested citizens.

**Contact:** (609) 292-9757

**For further information:**

[www.nj.gov/dca/lgs/certunit/certmenu.htm](http://www.nj.gov/dca/lgs/certunit/certmenu.htm)

## **Municipal Law and General Assistance**

**Type of Assistance:** Technical and Advisory.

**Description:** Assists local officials with questions concerning the application of various matters of local government law.

**Assistance Provided To:** Local government officials.

**Contact:** (609) 292-7842

## **Public Insurance Management Assistance (Joint Insurance Fund Approval)**

**Type of Assistance:** Technical, Advisory and Regulatory.

**Description:** Provides technical assistance to local governments regarding joint insurance.

**Assistance Provided To:** Any municipality, county, authority or other interested party.

**Contact:** (609) 292-7842

## **Purchasing Assistance**

**Type of Assistance:** Technical, Advisory and Regulatory.

**Description:** Provides general assistance to municipal, county and authority agencies or school districts in the area of purchasing goods and services and in developing procedures for acquiring and verifying the receipt of goods and services to improve efficiency and coordination of any purchasing system.

**Assistance Provided To:** Local government and school officials.

**Contact:** (609) 292-7842

**For Further Information:** [www.nj.gov/dca/lpcl](http://www.nj.gov/dca/lpcl)

## **Shared Services**

**Type of Assistance:** Technical.

**Description:** Provides assistance for the joint or shared provision of services by local units of government. Division staff provides guidance on conducting feasibility studies and other issues.

**Other Information:** Among the services local jurisdictions can consider for shared services are assessment and collection of taxes, electronic data

processing, solid waste collection and disposal, code inspection, welfare social services, parks and public works.

**Assistance Provided To:** Any county, municipality, school district or local board, agency or commission. All requests are made through the local government unit.

**Contact:** (609) 292-7842

**For Further Information:**

[www.nj.gov/dca/lgs/interloc/intrmenu.htm](http://www.nj.gov/dca/lgs/interloc/intrmenu.htm)

## **Tenant Property Tax Rebate Program**

**Type of Assistance:** Technical and Regulatory.

**Description:** Requires landlords of qualified residential rental properties to rebate or credit tenants with property tax reductions.

**Kinds of Assistance:** Personal responses to telephone inquiries and written referrals.

**Assistance Provided To:** Tax collectors, rent leveling clerks, landlords and tenants.

**Contact:** (609) 292-4656

**For Further Information:** [www.nj.gov/dca/lgs/tenreb/tenreb.html](http://www.nj.gov/dca/lgs/tenreb/tenreb.html)

## **Office of Local Government Research**

*The Office of Local Government Research assists the Division director in a wide range of policy and technical areas.*

*For further information, please call the telephone number listed for each program, or write to:*

**New Jersey Department of Community Affairs  
Division of Local Government Services**

*Office of Local Government Research*  
PO Box 803, Trenton, NJ 08625-0803

## **Annual Report**

**Type of Assistance:** Technical.

**Description:** Provides comparative financial statistics and other pertinent data on all municipalities and counties in the State.

**Kinds of Assistance:** Statistical information on all municipalities and counties in CD-ROM format for interested parties.

**Contact:** (609) 292-6110

## Debt Statement Assistance

**Type of Assistance:** Regulatory and Technical.

**Description:** Provides assistance to municipalities and counties regarding the filing requirements for Annual Debt Statements and Supplemental Debt Statement Forms; receives and records their filings.

**Assistance Provided To:** Citizens, officials of local governments and their respective representatives.

**Contact:** (609) 984-6626

## Local Finance Notices

**Type of Assistance:** Regulatory and Technical.

**Description:** Provides guidance, information and directives to local municipalities, agencies and officials concerning legal and regulatory aspects of various functional areas and programs. Mailed subscriptions are available for a nominal fee; e-mail subscriptions are free.

**Assistance Provided To:** Municipalities, counties, authorities, fire districts, local officials and interested citizens.

**Contact:** (609) 984-6626

**For further information:**

[www.nj.gov/dca/lgs/lfnslfnmenu.htm](http://www.nj.gov/dca/lgs/lfnslfnmenu.htm)

## Mortgage Escrow

### Transaction Program

**Type of Assistance:** Technical.

**Description:** Maintains bank codes for all mortgage lenders, servicers and property tax processors; ensures delivery of tax bills to the proper parties; administers the provisions relating to mortgage escrow accounting transactions.

**Assistance Provided To:** Tax collectors, mortgage lenders, servicers and tax processors.

**Contact:** (609) 292-4656



# Government Records Council



*The **Government Records Council (GRC)** was established by the newly enacted Open Public Records Act (OPRA) to guarantee public access to government records. The GRC can assist public agency records custodians and the public by providing guidance and information, as well as resolving denial of access disputes.*

*For information regarding the Government Records Council, please call (866) 850-0511, e-mail us at [GRC@dca.state.nj.us](mailto:GRC@dca.state.nj.us), or access our website <http://www.nj.gov/grc>.*

***The mailing address is:***

**New Jersey Department of  
Community Affairs  
Government Record Council**  
PO Box 819  
Trenton, NJ 08625-0800

*The Council comprises the Departments of Community Affairs and Education Commissioners (or their designees) and three members of the public appointed by the Governor with the advice and consent of the State Senate. The Council:*

- Responds to inquiries and complaints about OPRA from the public and public agency records custodians;
- Issues public information about OPRA and services provided by the Council;
- Maintains a toll-free help-line and website to assist the public and records custodians;
- Issues advisory opinions on the accessibility of government records;
- Delivers training on OPRA;
- Provides mediation of disputes about access to government records; and
- Resolves disputes regarding access to government records.

# Division on Women



*The **Division on Women** advocates for the rights and opportunities for all women in New Jersey. The Division provides leadership in the formulation of public policy and in the development, coordination and evaluation of programs and services for women.*

*For further information regarding any of the programs and services provided by the Division on Women, please call the telephone number listed for each particular program, or call the main telephone number at (609) 292-8840. You may also visit our website at [www.nj.gov/dca/dow](http://www.nj.gov/dca/dow) or e-mail us at [dow@dca.state.nj.us](mailto:dow@dca.state.nj.us).*

## ***The mailing address is:***

**New Jersey Department  
of Community Affairs  
Division on Women**  
PO Box 801  
Trenton, NJ 08625-0801

## **New Jersey Advisory Commission on the Status of Women**

**Type of Assistance:** Advisory, Technical and Advocacy.

**Description:** This 11-member commission makes recommendations to the Division regarding policies and programs; provides technical assistance to county and municipal commissions on women; assists in the formation of commissions; and co-sponsors several events with the Division on Women, including the annual celebration of Women's History Month in March and Women's Equality Day (August 26).

**Assistance Provided To:** Women's organizations and county and local commissions on women.

**Contact:** (609) 292-8840

## **Child Care**

**Type of Assistance:** Advisory, Technical and Advocacy.

**Description:** Advocates for the expansion of quality child care services in New Jersey through staff liaison with government child care agencies and community networks. Participates in the Child Care Advisory Council.

**Assistance Provided To:** Individuals, organizations, public or private agencies and employers requesting information.

**Contact:** (609) 292-8840

### Displaced Homemaker Centers

**Type of Assistance:** Financial–Grants.

**Description:** Provides job counseling and other supportive services for women who have been dependent on the income of another household member, but due to death, disablement of spouse or divorce, must now support themselves. The program aims to develop and offer technical assistance to expand existing programs to include:

- Job counseling services specifically designed for displaced homemakers;
- Job training and placement sources;
- Job development services with identification of community needs;
- Financial management services; and
- Educational needs.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit agencies and higher education institutions.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### Domestic Violence Hotline

**Type of Assistance:** Technical and Financial–Grants.

**Description:** Provides a statewide, 24-hour, seven-days-a-week, domestic violence hotline to serve domestic violence victims and others seeking information about domestic violence. The hotline provides a bilingual service and is accessible to the hearing impaired.

**Funding Source:** U.S. Department of Justice (New Jersey Department of Law and Public Safety, Division of Criminal Justice–Victims of Crime Act). Match provided by the Division on Women.

**Award Period:** July 1 to June 1.

**Assistance Provided To:** Womanspace, Inc. (the grantee) and victims of domestic violence.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840, Hotline: (800) 572-7233

### Hispanic Women Demonstration Resource Centers Act

**Type of Assistance:** Financial–Grants.

**Description:** Provides outreach to the Hispanic community; basic language skills; computer literacy; educational evaluation services; job counseling services; self-help programs and mentoring projects; career information services; and information and referral services.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit agencies.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### Job Training Centers for Urban Women

**Type of Assistance:** Financial–Grants.

**Description:** Provides job readiness and life skills training; computer literacy; entrepreneurial training; counseling and support groups; self-help programs; job training and placement; and information and referral services.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Nonprofit agencies.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### Legislation

**Type of Assistance:** Technical, Informational, Advocacy and Legislative.

**Description:** Monitors legislation of concern to women; provides testimony and technical assistance to legislative committees; and periodically sponsors legislative briefing seminars providing legislative updates for women's organizations.

**Assistance Provided To:** Government agencies and legislative representatives, community organizations and individuals.

**Contact:** (609) 292-8840

## Police Domestic Violence Training Reimbursement Program

**Type of Assistance:** Financial–Reimbursement.

**Description:** Reimburses municipal police departments for expenses incurred as a result of providing domestic violence training.

**Funding Source:** State Appropriation.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Municipal police departments.

**Procedure for Applying:** Submission of application.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-8840

## Prevention of Violence Against Women

**Type of Assistance:** Financial–Grants, Technical, Training, Public Awareness, Informational and Advisory.

**Description:** Improves or supplements the delivery of services to victims of domestic violence and/or sexual assault.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** Varies.

**Assistance Provided To:** Domestic violence programs and sexual assault programs.

**Procedure for Applying:** Contact program coordinator.

**Application Deadline:** Varies.

**Date of Notification:** Varies.

**Contact:** (609) 292-8840

## Sexual Assault, Abuse and Rape Care Program

**Type of Assistance:** Financial–Grants, Technical, Informational and Promotional.

**Description:** Oversees grants and contracts; provides technical assistance to selected county-based Rape Care Centers in each of the State's 21 counties, as well as regional/statewide sexual assault Prevention Education Programs and the New Jersey Coalition Against Sexual Assault.

The program assists grantees to implement victim-centered services, provide risk reduction activities, and develop a strong, positive presence in each county and community.

The program contracts with 21 county-based Rape Care Centers and provides free and confidential 24-hour assistance to primary and secondary victims of sexual assault. Services include, but are not limited to:

- Crisis/information hotline;
- Victim accompaniment to medical procedures, law enforcement interviews, investigative procedures and court proceedings;
- Individual and group counseling for primary and secondary victims;
- Victim advocacy; and
- Referrals and follow-up support.

Regional/statewide education programs provide awareness, risk reduction and educational prevention presentations and campaigns in an effort to reduce the incidence of sexual assault, abuse and rape. Sensitivity training for professionals and others who interact with victims of sexual assault is also provided. Additionally, the program participates in statewide policy development on issues related to sexual assault and rape care advocacy.

**Funding Source:** State Appropriation, Federal Rape Prevention Education Grant and Federal Health and Human Services Block Grant.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840

### **Women's Referral Central**

**Type of Assistance:** Financial–Grants, Informational and Referral.

**Description:** Provides information and referrals to women in New Jersey through a statewide, toll-free telephone line. The hotline provides referrals and basic information in areas of concern, such as discrimination, housing, displaced homemakers, divorce and violence. The hotline is accessible 24-hours-a-day, seven-days-a-week.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Center For Family Services, Inc. (the grantee) and women in need of information and referral assistance.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840, Hotline: (800) 322-8092

### **Women's Shelters**

**Type of Assistance:** Financial–Grants.

**Description:** Provides special services for victims of domestic violence or sexual assault. The program also assists shelters with capital needs.

**Funding Source:** State Appropriation, Grants-in-Aid.

**Award Period:** July 1 to June 30.

**Assistance Provided To:** Domestic violence programs and sexual assault programs.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (609) 292-8840



# Office of Smart Growth



*The **Office of Smart Growth (OSG)** is leading the effort to promote sustainable development, protect the environment, preserve open space and revitalize older communities. The Smart Growth Initiative will enhance the quality of life for all New Jersey residents through sound planning. The OSG provides print and electronic publications to citizens concerned about Smart Growth.*

*For further information, please call the telephone numbers listed for each particular program, or call the main telephone number at (609) 292-7156. You may also visit our website at [www.njsmartgrowth.com](http://www.njsmartgrowth.com).*

***The mailing address is:***

New Jersey Department of  
Community Affairs  
**Office of Smart Growth**  
PO Box 204  
Trenton, NJ 08625-0204

## **Brownfields Redevelopment**

**Type of Assistance:** Technical and Advisory.

**Description:** Expedites the process of returning brownfields sites to productive use; integrates all state brownfields-related programs to facilitate project implementation and improve state support and coordination through the Brownfields Redevelopment Interagency Team; establishes brownfields inventory database; creates marketing strategy for redevelopment; evaluates current public incentives and makes recommendations for state policy on brownfields redevelopment through the Brownfields Redevelopment Task Force.

**Assistance Provided To:** Anyone.

**Contact:** (609) 292-7156

## **Community Design and Physical Planning**

**Type of Assistance:** Technical and Advisory.

**Description:** Assists with physical planning and design efforts related to State Plan implementation and Smart Growth objectives. Areas covered include visioning, design charrettes, master planning, redevelopment planning, design guidelines, zoning and land development codes, technical standards for planning and request for proposals for consultant and developer selection.

**Assistance Provided To:** Selected local and county governments and planning boards, state agencies, housing authorities, redevelopment authorities, nonprofit agencies and consultants.

**Contact:** (609) 292-3097

## Geographic Information System (GIS) and Cartography

**Type of Assistance:** Administrative, Technical and Advisory.

**Description:** Develops and maintains mapping data using GIS and various maps; responsible for the State Plan Map and updates; provides maps and GIS assistance. GIS rapidly and accurately analyzes geographic data or combinations of data.

**Assistance Provided To:** Anyone. Reproduction fees may apply.

**Contact:** (609) 292-3160 or (609) 633-7730

## Highlands

**Type of Assistance:** Technical and Advisory

**Description:** Assists local governments and state agencies in implementing the State Plan designation of the Highlands as a Special Resource Area; provides an opportunity for local governments to have input into the decisions concerning the Highlands; meets with interest groups concerning actions that should and should not be taken in the Highlands.

**Assistance Provided To:** Municipal, county and state officials, interest groups and concerned citizens.

**Contact:** (609) 292-3170

## Intergovernmental Affairs

**Type of Assistance:** Advisory.

**Description:** Coordinates and aligns state agency activities in the implementation of Smart Growth principles and the State Plan. These agencies include the Departments of Community Affairs, Transportation, Environmental Protection, Commerce and Agriculture, as well as the Governor's Smart Growth Policy Council. Also provides guidance in the facilitation of Smart Growth implementation to counties, municipalities and non-governmental organizations.

**Assistance Provided To:** Municipalities, counties, planners, engineers and the general public.

**Contact:** (609) 292-8539 or (609) 984-3981

## Planning Assistance Unit

**Type of Assistance:** Technical and Advisory.

**Description:** Assists local government efforts to implement the State Plan and provides support to

local governments and the public; provides a range of support for those working with the State Plan, including counties engaged in regional strategic planning efforts with multiple municipalities, and municipalities seeking plan endorsement.

**Assistance Provided To:** Municipal and county government officials and their professionals.

**Contact:** (609) 282-3171

## Smart Future Planning Grants

**Type of Assistance:** Financial—Grants.

**Description:** Provides funds for planning initiatives that meet Smart Growth objectives, including more livable and sustainable communities. Encouraged proposals include: those consistent with established statewide and regional planning precepts; multiple municipality or county partnerships, so as to effectively address issues that transcend local municipal boundaries. Matching funds are not required, but applicants are encouraged to seek multiple sources of funding, including offerings of in-house staff time.

**Assistance Provided To:** Municipalities and counties.

**Contact:** (609) 633-9648

## Smart Growth Research

**Type of Assistance:** Technical and Advisory.

**Description:** Provides planning research for policy determination, planning data and policy analysis, support to implementation outreach; and reviews alternative practices and results

**Assistance Provided To:** Anyone.

**Contact:** (609) 292-7156

## Urban Community Education

**Type of Assistance:** Technical and Advisory.

**Description:** Promotes the creation of partnerships in urban communities comprising colleges and universities, faculty/staff, students, governmental agencies and community groups. The goal is to create models in community and economic development and to create a higher education research agenda that improves the quality of life in urban areas.

**Assistance Provided To:** Urban community groups, nonprofits, universities and colleges.

**Contact:** (609) 292-3172

# Council on Affordable Housing



*The **Council on Affordable Housing (COAH)** provides an effective process to municipalities, housing providers, nonprofit and for-profit developers to produce affordable housing for low- and moderate-income households.*

*For further information regarding any of the programs and services provided by the Council on Affordable Housing, please call the main telephone number at (609) 292-3000. You may also visit our website at [www.nj.gov/dca/coah](http://www.nj.gov/dca/coah) or e-mail us at [coah@dca.state.nj.us](mailto:coah@dca.state.nj.us).*

***The mailing address is:***

**New Jersey Council on Affordable Housing**  
PO Box 813  
Trenton, NJ 08625-0813

## **Council on Affordable Housing (COAH)**

**Type of Assistance:** Technical and Advisory.

**Description:** To meet its goals, COAH works closely with DCA's Division of Housing and Community Resources, the Office of Smart Growth and the Housing and Mortgage Finance Agency (HMFA), as well as the Department of Environmental Protection, the Department of Banking and Insurance, the Department of Health and Human Services and the Department of Transportation.

**Contact:** (609) 292-3000

## **Community Affairs**

**Type of Assistance:** Public Information.

**Description:** Provides input on proposed legislation related to the Fair Housing Act and low- and moderate-income housing. Provides information to the media, elected officials and the general public through newsletters, annual reports, handbooks, brochures, status charts, news releases, website, speeches, seminars and workshops.

**Contact:** (609) 292-3000

## **Planning Assistance**

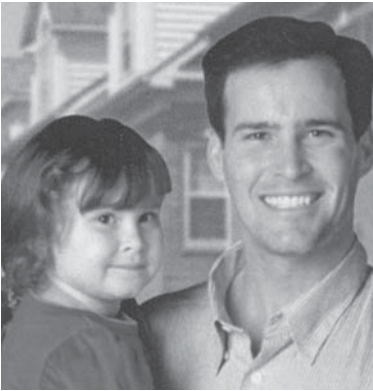
**Type of Assistance:** Technical and Advisory.

**Description:** Works with municipalities to draft housing elements/fair share plans, regional contribution agreements (RCAs) and ordinances; reviews and recommends approval of housing elements/fair share plans, RCAs, development fee ordinances and spending plans to the Council.

**Contact:** (609) 292-3000

**NOTE:** New Jersey residents seeking affordable housing units should call DCA's Division of Housing and Community Resources, Housing Affordability Service at (609) 292-9795.

# New Jersey Historic Trust



*The **New Jersey Historic Trust (NJHT)** provides support and protection for New Jersey's historic resources. Funding assistance is limited to units of local and county government or qualified nonprofit organizations. Technical assistance and easement advice is available to public and private owners of historic resources.*

*For information regarding the following programs administered by the NJHT, please call the main telephone number at (609) 984-0473. You may also visit our website at [www.njht.org](http://www.njht.org).*

*The mailing address is:*

**New Jersey Department of  
Community Affairs  
New Jersey Historic Trust**  
PO Box 457  
Trenton, NJ 08625-0457

*Note: For all the programs listed here, the following applies:*

**Assistance Provided To:** Agencies or entities of county or municipal government; certified tax-exempt nonprofit organizations that comply with New Jersey charity registration laws.

**Property Qualifications:** Properties must be listed or eligible for listing in the New Jersey or National Register of Historic Places and be owned by nonprofit or municipality, county or state.

**Contact:** (609) 984-0473

## **Garden State Historic Preservation Trust**

**Type of Assistance:** Financial—Grants.

**Description:** Provides two categories of matching grants to encourage the careful preservation, restoration and rehabilitation of historic properties: Capital Preservation Grants and Historic Site Management Grants.

### ■ **Capital Preservation Grants**

**Description:** Provide funds for construction expenses related to the preservation, restoration and rehabilitation of historic properties and associated architectural, archeological and engineering expenses.

**Funding Source:** Garden State Historic Preservation Trust Fund.

**Requirement for Matching Funds:** Grants of \$200,000 or less are eligible for a 3:2 funding match, with the grantee providing at least \$2 in funds for every \$3 of grant money awarded. Grants of more than \$200,000 will require a 1:1 match, with the grantee providing at least \$1 in funds for every \$1 of grant money awarded.

## ■ Historic Site Management Grants

**Description:** Aid historic property owners and managers in gaining a better understanding of preservation needs for a particular site or structure; enhance long-term planning for the operations and programs of historic sites; and broaden public awareness and enjoyment of historic sites.

**Funding Source:** Garden State Historic Preservation Trust Fund.

**Requirement for Matching Funds:** Grants are eligible for a 3:1 funding match, with the grantee providing at least \$1 in funds for every \$3 of grant money awarded.

## Emergency Grant and Loan Fund

**Type of Assistance:** Financial—Grants and Loans.

**Description:** Provides emergency funding for capital preservation projects for historic properties.

**Funding Source:** NJHT accounts.

## New Jersey Legacies Program

**Type of Assistance:** Legal and Advisory.

**Description:** Assists New Jersey owners of historic homes to safeguard their property for future generations, reduce estate taxes and potentially realize immediate tax benefits by making a charitable donation of their property.

**Funding Source:** Donation.

## Preservation Easement Program

**Type of Assistance:** Legal and Advisory.

**Description:** Offers permanent legal protection to a wide range of historic properties, including residences, commercial structures, farmsteads and historic landscapes. Easement donors may realize significant tax benefits for their charitable donation.

**Funding Source:** Donation.

## Revolving Loan Fund

**Type of Assistance:** Financial.

**Description:** Provides financing for the preservation, improvement, restoration, rehabilitation and acquisition of historic properties and certain ancillary non-construction activities.

**Funding Source:** State General Obligation Bonds.



# New Jersey Housing and Mortgage Finance Agency



*The **New Jersey Housing and Mortgage Finance Agency (HMFA)** provides financing for quality, affordable housing for families, first-time homebuyers, senior citizens and the disabled.*

*HMFA raises funds by selling taxable and tax-exempt bonds to private sector investors through the national financial markets, applying for and administering federal housing assistance programs, and fostering private/public partnerships.*

*For information regarding programs and services provided by the New Jersey Housing and Mortgage Finance Agency, please call the telephone number listed for each particular program, or call the main telephone number at (609) 278-7400. You may also visit our website at [www.nj-hmfa.com](http://www.nj-hmfa.com).*

*The mailing address is:*

**New Jersey Housing and Mortgage Finance Agency**  
637 South Clinton Avenue  
PO Box 18550  
Trenton, NJ 08650-2085

## Policy and Community Development Division

*HMFA's Policy and Community Development Division is responsible for administering programs for New Jersey's most vulnerable citizens, including people with HIV/AIDS, people with developmental disabilities, mental health consumers, the homeless, the elderly and other under-served communities. The Division also provides community planning services to municipalities and to developers of projects that combine a sustainable housing component with a variety of community options, including commercial or retail possibilities, close proximity to schools or hospitals, accessibility to public transportation and related support services. All programs offered through this Division are subject to change based on availability of funding.*

### **Community Planning and Development**

*As the real estate arm of the HMFA, this Department works with municipalities and community development organizations to plan and develop housing in strategic locations. Activities include: technical assistance, property assemblage, land banking, relocations, demolitions, and the creation of developer request for proposals. The Department represents HMFA on a number of inter-departmental planning initiatives, including Brownfields and Transit Villages.*

*For more information, please call (609) 278-7626 or visit our website.*

## Policy Research and Planning

*This Department researches and analyzes market and demographic data, as well as best practices and agency experiences in order to guide program development and investment decisions. The Department is also home to the DCA Policy Group, which coordinates policy for DCA divisions and affiliates. The Department incorporates a number of tools in its analysis, including: Geographical Information System (GIS), partnerships with primary research institutions and consultants, direct data collection and analysis, and individual interviews. The Department also works with other state agencies to coordinate policy positions and initiatives.*

*For more information, please call (609) 278-7504.*

## Supported Housing and Special Needs

*This Department administers financing and support programs for service-enriched housing developments and housing for people with special needs and provides technical assistance and coordination within HMFA and with other state agencies. The Department works to improve the housing situation for some of New Jersey's most vulnerable citizens, including people with developmental disabilities, mental health consumers, the homeless, the frail elderly, people with HIV/AIDS and other under-served communities.*

*For more information, call the telephone number listed for each program or call (609) 278-7456.*

## Homeless Supported Housing Demonstration Program

**Type of Assistance:** Financial

**Description:** Low-interest match and gap financing to applicants applying to the US Department of Housing and Urban Development (HUD) to develop permanent housing for homeless individuals and families. Eligible HUD programs include the Interagency Council Collaborative Initiative to Help End Chronic Homelessness and the annual HUD SuperNOFA Continuum of Care Homeless

Assistance Programs for Permanent Housing. The program is designed to support permanent housing solutions to reduce homelessness in New Jersey.

**Contact:** (609) 278-7456

## Homeless Transitional Housing Loan Program

**Type of Assistance:** Financial

**Description:** Provides private nonprofit organizations and public entities with low-interest financing to acquire and/or convert existing buildings for transitional housing for homeless individuals and families. Sponsors are required to include supportive services to residents to assist homeless persons transition to permanent housing.

**Contact:** (609) 278-7456

## Homeownership for Permanency Program for Adopting Parents

**Type of Assistance:** Financial

**Description:** Provides homeownership mortgage loans to families that are newly adopting children through the Department of Human Services' Division of Youth and Family Services or a state-licensed adoption agency. The program provides low-interest rehabilitation loans to families who are adopting children and wish to make improvements to their home to accommodate a larger family. The program is designed to support family stability and access to safe, permanent housing.

**Contact:** (609) 278-7521

## Senior and Disabled Cooperative Housing Finance Incentive

**Type of Assistance:** Financial

**Description:** Provides low interest financing to developers of affordable housing in which seniors and/or disabled persons share accommodations and/or common space. Residency may be provided through cooperative homeownership or leased-based rental housing.

**Contact:** (609) 278-7521

## **Services for Independent Living Projects for Seniors**

**Type of Assistance:** Training and Advisory

**Description:** Agency staff provides oversight and training to service coordinators in participating HMFA financed senior housing developments. Services are designed to enhance the quality of life for residents and to promote independent living.

**Contact:** (609) 278-7512

## **New Jersey Special Needs Housing Programs**

*The New Jersey Special Needs Housing Programs include an array of programs established in partnership with the Department of Human Services' Divisions of Developmental Disabilities, Mental Health Services and Youth and Family Services. Each program serves a specific target population(s) and helps individuals and families access and maintain affordable housing with supportive services in independent community-based settings.*

### **■ Developmental Disabilities Homeownership Mortgage Program**

**Type of Assistance:** Financial.

**Description:** Low-interest rate homeownership mortgage loan program for persons with developmental disabilities who are on the Division of Developmental Disabilities Waiting List or the Initiative and are referred by the Division of Developmental Disabilities.

**Contact:** (609) 278-7521

### **■ Developmental Disabilities Tax Credit Bridge Loan Program**

**Type of Assistance:** Financial

**Description:** Bridge loan program for sponsors that have received allocations of Low-Income Housing Tax Credits to develop affordable rental units for persons with developmental disabilities. Program provides sponsors with a bridge loan for construction and/or permanent financing for projects pending syndication.

**Eligible Projects:** Projects reviewed and approved through HMFA special needs set aside Low-Income Housing Tax Credit cycle.

**Contact:** (609) 278-7521

### **■ Section 811 Supportive Housing Bridge Loan Program**

**Type of Assistance:** Financial.

**Description:** Organizations that receive a US Department of Housing and Urban Development (HUD) Fund Reservation Capital Advance award to develop an 811 Supportive Housing Project for persons with disabilities are eligible to apply for bridge financing to secure and/or retain site control prior to closing on a 811 loan.

**Contact:** (609) 278-7521

### **■ Rental and Shared Living Housing Loan Program for Developmental Disabilities and Mental Health Consumers**

**Type of Assistance:** Financial.

**Description:** Provides low-interest rate mortgage loans for not-for-profit organizations, for-profit developers and/or public entities for the acquisition of land and building(s), including rehabilitation of existing buildings, to create affordable rental units for mental health consumers and/or persons with developmental disabilities.

**Contact:** (609) 278-7521

### **■ Transitional and Permanent Housing Loan Program for Aging-Out Youth**

**Type of Assistance:** Financial.

**Description:** Provides low-interest financing to organizations and public entities developing service enriched transitional and permanent housing opportunities for youth aging out of foster care programs.

**Contact:** (609) 278-7449

## Multi-Family Lending Division

*This Division provides construction and/or permanent financing for the development of multiple-unit, new construction or rehabilitation of rental housing. **The list of programs below are subject to change and availability of funding.***

*For further information, please call the telephone number listed for each program, visit our website or write to:*

### New Jersey Housing and Mortgage Finance Agency

*Multi-Family Lending Division*

*(include name of program here)*

637 South Clinton Avenue

PO Box 18550, Trenton, NJ 08650-2085

### City Living (Urban Market Rate Rental Housing Subsidy Loan Program)

**Description:** Assists in the production of market-rate rental housing in certain designated areas, thereby enhancing the economic and social growth of existing neighborhoods.

**Type of Assistance:** A low-interest, secondary mortgage loan.

**Assistance Provided To:** For-profit and nonprofit developers.

**Contact:** (609) 278-7527

### Housing Authority Turnkey Construction Loan Program

**Type of Assistance:** Construction financing for Public Housing Authority Hope VI and Turnkey Housing Program.

**Description:** Provides for financing up to 90 percent of the Turnkey contract or Hope VI project cost.

**Kinds of Assistance:** Construction financing, construction or permanent financing.

**Eligible Projects:** At least 20 percent of the units in the project must be affordable to low-income tenants.

**Contact:** (609) 278-7527

## Multi-Family Rental Housing Program

**Type of Assistance:** Construction loans and/or permanent mortgage loans.

**Description:** Provides low-interest financing through the sale of tax-exempt and taxable mortgage revenue bonds for construction, rehabilitation and/or permanent financing loans for the creation and/or preservation of multi-unit rental housing for low- and moderate-income families and individuals.

**Assistance Provided To:** Nonprofit and for-profit developers.

**Contact:** (609) 278-7527

## Single Family Programs Division

*This Division provides a variety of residential mortgage financing programs that primarily serve low-, middle- and moderate-income first-time and Smart Growth area homebuyers throughout New Jersey. **All programs below are subject to change and availability of funding.***

*For further information, please call the telephone number listed for each program, visit our website or write to:*

### New Jersey Housing and Mortgage Finance Agency

*Single Family Programs Division*

*(include name of program here)*

637 South Clinton Avenue

PO Box 18550, Trenton, NJ 08650-2085

### At Home Downtown Program

**Type of Assistance:** Consumer and small business home mortgages and rehabilitation and construction loans.

**Description:** Provides below market-rate mortgage funds to acquire and rehabilitate, refinance and rehabilitate, or construct and finance residential structures with a storefront commercial component. The program objective is to help small business owners revive the mercantile and housing potential



## NJ Housing and Mortgage Finance Agency

of main street and neighborhood commercial areas. No income limits apply. Mortgage insurance is required.

**Assistance Provided To:** Owner occupants and small investors. Maximum mortgage amounts apply.

**Contact:** (800) NJ-HOUSE

### HMFA Reverse Mortgages

**Type of Assistance:** Reverse mortgages for older New Jerseyans.

**Description:** Allows older homeowners to use the equity in their home as collateral and obtain money without a monthly repayment schedule. Loan amount is determined by property value and borrower age. No restriction on value of property. No income requirement or verification. This program is Federal Housing Authority insured.

**Assistance Provided To:** Homeowners 62 years or older. FHA maximum mortgage amounts apply.

**Contact:** (800) NJ-HOUSE

### Homebuyer Mortgage Program

**Type of Assistance:** Mortgages for home purchase.

**Description:** Provides below market, fixed interest rate mortgages. Down-payments of as little as zero percent are required and must come from the borrowers own assets. Family members, nonprofit organizations or government agencies can gift certain closing costs.

**Assistance Provided To:** First-time homebuyers and urban target area buyers.

**Procedure for Applying:** Contact HMFA for the latest list of income limits, purchase price limits and participating lenders.

**Contact:** (800) NJ-HOUSE

### Homeownership for Performing Employees (HOPE)

**Type of Assistance:** Home mortgages with employer guaranty.

**Description:** Offers below market fixed rate mortgages without private mortgage insurance. Approved employers participate by guaranteeing a portion of their employee's loan. The program does

not require a down payment or mortgage insurance. All other Homebuyer Program guidelines apply. This is an employer-supported, no down payment program. Any size company can participate and establish qualifications in addition to HMFA program restrictions.

**Assistance Provided To:** First-time homebuyers and urban target area buyers employed by participating companies.

**Procedure for Applying:** Contact HMFA for latest list of income limits, purchase price limits and program participants.

**Contact:** (800) NJ-HOUSE

### Home-Plus Program

**Type of Assistance:** Combination home mortgage and home improvement loan.

**Description:** Provides fixed interest rate home mortgages to qualified first-time or urban area homebuyers with immediate home improvement needs. As part of the first mortgage, homeowners may finance up to \$15,000 toward home repairs and improvements.

**Other Information:** Allowable improvements include: replacing a roof, painting, installing improved heating or air conditioning systems, renovating a kitchen or bath, renovating plumbing or electrical systems and enlarging rooms. Energy conservation and energy improvements are also eligible.

**Assistance Provided To:** First-time and urban area homebuyers.

**Procedure for Applying:** Contact HMFA for latest list of income limits, purchase price limits and participating lenders.

**Contact:** (800) NJ-HOUSE

### Market-Oriented Neighborhood Investment (MONI)

**Type of Assistance:** Single family construction loans.

**Description:** Provides construction financing for developers of urban for-sale housing. Includes access to subsidy pool money (Housing Incentive



Fund) and HMFA homebuyer mortgage programs. Restrictions may apply on subsidized units. The program may be combined with the One Hundred Percent Mortgage Program for unit purchasers.

**Assistance Provided To:** Developers of mixed-income, urban, for-sale homes.

**Contact:** (800) NJ-HOUSE

### One Hundred Percent Mortgage Program

**Type of Assistance:** Consumer Home Mortgage.

**Description:** Provides 100 percent mortgage loans to buyers of homes located in pre-approved new construction or rehabilitated single-family housing developments. No down payment or mortgage insurance is required. Closing cost assistance may be available. Nonprofit and for-profit developers can participate by having their development approved by HMFA.

**Assistance Provided To:** First-time homebuyers and urban target area buyers at HMFA authorized developments.

**Contact:** (800) NJ-HOUSE

### Police and Firemen's Retirement System Mortgage Program

**Type of Assistance:** Home mortgages for purchase or refinancing.

**Description:** Provides active members of the New Jersey Police and Firemen's Retirement System (PFRS) with the opportunity to buy a home (first-time or trade-up) or refinance an existing home. Maximum mortgage amount is \$300,700. Interest rate is fixed and below market. Rate set semi-annually according to a statutory index.

**Assistance Provided To:** Active members of the PFRS with at least one year of creditable service.

**Contact:** (800) NJ-HOUSE

### Potable Water Loan Program

**Type of Assistance:** Second mortgage loans.

**Description:** Provides zero-percent-interest second mortgage loans of up to \$10,000 with loan terms up to 10 years to provide potable water remedies or alternative water sources to homeowners with contaminated drinking water wells.

**Assistance Provided To:** Homeowners residing in single-family residences where the drinking well water violates primary drinking water standards or standards for sodium, chloride, lead, mercury, iron, and manganese or is contaminated by agricultural activity.

**Contact:** (800) NJ-HOUSE

### Purchase/Refinance Rehabilitation Program

**Type of Assistance:** Home mortgages for purchase and major rehabilitation.

**Description:** Provides below market interest rate financing for the purchase and rehabilitation of a home or the refinancing/rehabilitation of a presently owned home. As part of the rehabilitation, 75 percent of the home's existing external walls and interior structural framework must remain in place. At least one quarter of the loan proceeds must be used for repairs.

**Assistance Provided To:** First-time homebuyers and urban target area buyers.

**Procedure for Applying:** Contact HMFA for the latest list of income limits, purchase price limits and participating lenders.

**Contact:** (800) NJ-HOUSE

### Smart Start Program

**Type of Assistance:** Down-payment and/or closing cost second mortgage loans.

**Description:** Helps families accumulate funds to cover down-payment and closing costs for homes purchased in Smart Growth areas.

**Assistance Provided To:** Borrowers earning less than 80 percent of HMFA's Homebuyer income limits for the family size and the county of purchase.

**Procedure for Applying:** Contact HMFA for latest list of income limits and participating lenders.

**Contact:** (800) NJ-HOUSE

## **Tax Credit Services Division**

*For more information, please call the telephone number listed below, visit our website or write to:*

**New Jersey Housing and Mortgage  
Finance Agency**

*Tax Credit Division*

637 South Clinton Avenue

PO Box 18550, Trenton, NJ 08650-2085

### **Low-Income Housing Tax Credit Program**

**Type of Assistance:** A federal tax credit that attracts private investment capital to fund construction and rehabilitation of affordable rental housing.

**Description:** Provides a dollar-for-dollar reduction in federal tax liability and acts as a catalyst to attract private investment into the affordable housing market. The additional capital mitigates the debt burden incurred in the construction and rehabilitation development process.

**Kinds of Assistance:** Per capita tax credits are available through competitive rounds each year (three rounds occur simultaneously some time between April and June, and a final round is conducted some time between August and October).

**Qualifications:** Applies to affordable rental housing. State regulations and the Internal Revenue Code impose minimum construction/rehabilitation requirements. Once credits are allocated, the project must maintain continuous compliance with the program for a minimum of 15 years. Affordability restrictions on rent and income are imposed for a minimum of 15 years.

**Contact:** (609) 278-7421 or (609) 278-7577

# New Jersey Meadowlands Commission



*The **New Jersey Meadowlands Commission (NJMC)** is empowered with regional planning and zoning authority to ensure the environmental protection and enhancement of the Meadowlands District.*

*The Commission's objectives include the acquisition of open space for permanent preservation, the enhancement of environmentally sensitive wetland areas, the development of recreational opportunities, and the redevelopment of brownfields properties.*

*For more information on any of the programs and services provided by the New Jersey Meadowlands Commission, please call the telephone number listed for each particular program, or call the main telephone number at (201) 460-1700. You may also visit our website at [www.meadowlands.state.nj.us](http://www.meadowlands.state.nj.us) or e-mail us at [info@meadowlands.state.nj.us](mailto:info@meadowlands.state.nj.us).*

***The mailing address is:***

**New Jersey  
Meadowlands Commission**  
One DeKorte Plaza  
Lyndhurst, NJ 07071

## Land Use Management Department

### Development Applications

**Type of Assistance:** Technical and Advisory.

**Description:** Reviews applications for development to ensure consistency with the Meadowlands zoning regulations, and issues the appropriate permits.

**Assistance Provided To:** Architects, engineers and developers of such projects within the Meadowlands District.

**Contact:** (201) 460-1700

### Engineer of the Day

**Type of Assistance:** Technical and Advisory.

**Description:** Responds to inquiries regarding land uses, zoning, application procedures and flood zone information.

**Assistance Provided To:** Architects, engineers and developers of such projects within the Meadowlands District.

**Contact:** (201) 460-1700

### FEMA

**Type of Assistance:** Technical and Advisory.

**Description:** Participates in the Community Rating System and conducts several programs including the enforcement of FEMA regulations as they pertain to building construction. The result of the participation in the program is reduced flood insurance rates for those properties located within the boundaries of the Meadowlands District.

**Contact:** (201) 460-1700

## Flood Control

**Type of Assistance:** Technical and Advisory.

**Description:** Monitors areas prone to flooding and recommends improvements to reduce flood impact.

**Contact:** (201) 460-1700

## Pre-Application Assistance

**Type of Assistance:** Technical and Advisory.

**Description:** Meets with property owners, engineers and attorneys to discuss proposed development on a subject property, prior to the submission of an application, free of charge.

**Assistance Provided To:** Architects, engineers and developers of such projects within the Meadowlands District.

**Contact:** (201) 460-1700

## Planning

### Development Applications

**Type of Assistance:** Technical and Advisory.

**Description:** Reviews applications and works with developers to create a project that meets the regulatory requirements of the NJMC.

**Assistance Provided To:** Applicants and their technical consultants, attorneys.

**Eligible Projects:** Specially planned areas, redevelopment projects.

**Procedure for Applying:** Written submittals in accordance with NJMC District Zoning Regulations/application forms.

**Contact:** (201) 460-4671

### Planning Department

**Type of Assistance:** Technical and Advisory; Planning Pre-Application Assistance.

**Description:** Works with district municipalities, applicants and the general public to determine viability of projects.

**Assistance Provided To:** Anyone requesting information or assistance regarding proposed or existing projects.

**Procedure for Applying:** Appointment, walk-in or telephone.

**Contact:** (201) 460-4671

## Meadowlands Environmental Research Institute

### Graphic and Technical Land Information

**Type of Assistance:** Technical and Advisory.

**Description:** Provides land use and zoning maps for use in determining viability of projects.

**Assistance Provided To:** Officials from district municipalities.

**Procedure for Applying:** By appointment or telephone.

**Contact:** (201) 460-4669

### Laboratory Chemical Analysis

**Type of Assistance:** Technical and Advisory.

**Description:** Provides chemical analysis of water, soil and sediment samples.

**Assistance Provided To:** Officials from district municipalities.

**Procedure for Applying:** By appointment.

**Contact:** (201) 460-1700

### Research Grants

**Type of Assistance:** Financial Grants.

**Description:** Sponsors environmental research of significance to the New Jersey Meadowlands District. Six interrelated themes important to the Meadowlands guide the Institute's research agenda: marsh vegetation; contaminated sediments; landfill reclamation and remediation; water quality; air quality; and information technology. Researchers are invited to submit short proposals for research projects under one or more of these themes.

**Procedure for Applying:** Full request for proposals are available online at [http://cimic.rutgers.edu/meri/request\\_for\\_proposals.htm](http://cimic.rutgers.edu/meri/request_for_proposals.htm).

**Application Deadline:** First of February, April, June, August, October and December.

**Contact:** (973) 353-5026

## Meadowlands Environment Center

*For further information, please call the telephone number listed for each program, or write to:*

### Meadowlands Environment Center

Two DeKorte Plaza, Lyndhurst, NJ 07071

### Educational Field Trips

**Type of Assistance:** Technical and Informational.

**Description:** Organizes field trips comprising an interactive slide show, field exploration and hands-on learning experience for students of all grade levels. Programs are interdisciplinary and make every effort to integrate an outdoor component with most lessons.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (201) 460-4644

### Graduate Seminar for Teachers

**Type of Assistance:** Technical and Training.

**Description:** Provides resources developed specifically for teachers including workshops, hands-on activities and classroom-practical ideas.

**Procedure for Applying:** Submission of an application, contact program coordinator.

**Contact:** (201) 460-8300

### Pre-Service Practicum

**Type of Assistance:** Technical and Training.

**Description:** Meets the needs of teachers-in-training and emphasizes lesson planning, management techniques, learning theory and styles, process skills, and teaching strategies that use the environment as context for learning.

**Assistance Provided To:** Education departments at universities and colleges in New Jersey.

**Procedure for Applying:** Contact program coordinator.

**Contact:** (201) 460-4644

### Professional Development Workshops for Educators

**Type of Assistance:** Technical and Training.

**Description:** Provides workshops for both in-service and pre-service educators that emphasize curricular reform through integrating the New Jersey Core Curriculum Standards with environmental education.

**Procedure for Applying:** Submission of an application, contact program coordinator.

**Contact:** (201) 460-8300

## Commission and Environment Center

### Annual Halloween Party

**Type of Assistance:** Informational.

**Description:** Annual Halloween Party for families with children ages 5 to 8, including hayrides, spooky trail walks and refreshments.

**Contact:** (201) 460-8898

### Annual River Fest

**Type of Assistance:** Informational.

**Description:** Hosts an annual celebration on the banks of the Hackensack River to celebrate the River's rebirth. Many local organizations exhibit at the event, with the overarching theme of environmental education and awareness.

**Contact:** (201) 460-8898

### Community Affairs

**Type of Assistance:** Public Information.

**Description:** Provides verbal, electronic and printed information to the media, elected officials and the general public through newsletters, annual reports, handbooks, brochures, news releases and website.

**Contact:** (201) 460-8898

### Community Outreach

**Type of Assistance:** Informational.

**Description:** Organizes events for the public such as: senior citizens activities, children programs, boat tours, movie matinees, music concerts, speakers bureaus and volunteer programs.

**Contact:** (201) 460-8898



# New Jersey Redevelopment Authority



*The **New Jersey Redevelopment Authority (NJRA)** is a comprehensive urban resource center that invests financial and technical resources into redevelopment projects and plans that will create a positive economic impact in eligible communities. The NJRA's primary goal is to ensure that projects are urban-focused, neighborhood-based and investment driven.*

*For further information regarding the services provided by the New Jersey Redevelopment Authority, please call the main telephone number at (609) 292-3739. You may also visit our website at [www.nj.gov/njra](http://www.nj.gov/njra) or e-mail us at [njra@njra.state.nj.us](mailto:njra@njra.state.nj.us).*

***The mailing address is:***

**New Jersey Redevelopment Authority**  
PO Box 790  
Trenton, NJ 08625-0790

*The NJRA coordinates efforts, leverages resources and provides assistance to viable economic development initiatives. The NJRA works directly with eligible communities and targeted neighborhoods to identify and coordinate resources for revitalization. The following programs provide assistance to the 68 NJRA municipalities, nonprofit entities and for-profit developers.*

## **NJRA Bond Program**

**Type of Assistance:** Taxable and Tax Exempt Bonds.

**Description:** Bonds are issued to stimulate revitalization in New Jersey's urban areas. The NJRA can also issue bonds, which are repayable from the proceeds of payments, in lieu of tax ("pilot") agreements.

**Procedures for Applying:** Follow NJRA Bond Application Process.

## **New Jersey Redevelopment Investment Fund**

**Type of Assistance:** Financial

**Description:** Flexible financing tool that offers term and permanent loans, real estate equity, loan guarantees and other forms of credit enhancements. Also used to support bond transactions offered by the NJRA.

**Procedures for Applying:** Submit completed Funding Assessment Guidelines to the NJRA.

## **New Jersey Urban Site Acquisition Program (NJUSA)**

**Type of Assistance:** Financial.

**Description:** Acquires vacant, abandoned properties that are part of larger comprehensive urban redevelopment efforts. Identifies state and other funding sources for site preparation, construction and all other aspects of redevelopment.

**Procedures for Applying:** Submit complete Funding Assessment Guidelines to the NJRA.

# Financial Information Listing

*The following is a categorical guide to various financial assistance (grant/loan) programs provided by the Department of Community Affairs. Please refer to the listing within the Programs Book for more detailed information.*

*This list does not encompass all of the financial assistance programs or regular program information that the DCA has to offer. Please refer to the contents of the Programs Book for a more complete listing of all program information.*

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# NEW JERSEY DEPARTMENT OF **COMMUNITY AFFAIRS** Programs Book

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